



Health & Safety Policy

Approved by:	Lauren Meston	Date:	20/08/2026
Last reviewed on:	20/08/2026		
Next review due by:	19/08/2027		

1. Statement of intent

Future Pathways CIC is committed to providing and maintaining, so far as is reasonably practicable, a safe, healthy and supportive environment for young people, employees, volunteers, contractors and visitors. Health and safety is an integral part of safeguarding, inclusion, curriculum planning and organisational management and will not be treated as a stand-alone administrative exercise.

Future Pathways is an alternative provision. Our work includes classroom learning, catering and food preparation, salon and beauty activities, art and practical work, gym/boxing and physical activity, community-based learning, educational visits, work-related learning, transport and other off-site activity. Our arrangements therefore reflect both ordinary workplace risks and the additional responsibilities that arise when supervising children and young people, including those with SEND, medical needs, trauma histories or behaviours that may increase risk.

Core principle

We will manage risk sensibly and proportionately. The aim is not to eliminate all risk or prevent worthwhile learning, but to identify significant hazards, put effective controls in place, provide suitable information, training and supervision, and learn from incidents and near misses.

2. Aims

- prevent injury and work-related ill health;
- provide safe premises, equipment, systems of work and learning environments;
- identify significant risks and implement proportionate controls;
- ensure staff are competent, appropriately trained and supported for the tasks they undertake;
- ensure young people receive appropriate instruction, supervision and reasonable adjustments;
- maintain effective arrangements for emergencies, first aid, fire, security and public-health incidents;
- meet applicable statutory inspection, maintenance and reporting duties;
- consult staff and encourage prompt reporting of hazards, incidents and near misses;
- monitor performance and continuously improve health-and-safety arrangements.

3. Legal and guidance framework

This policy has been reviewed with regard to current legislation and national guidance, including, where applicable:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Electricity at Work Regulations 1989;
- Manual Handling Operations Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992/2022, as applicable;
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Asbestos Regulations 2012, where asbestos is present or may be present;
- Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005 where relevant;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Gas Safety (Installation and Use) Regulations 1998 where applicable;
- Equality Act 2010 and the duty to make reasonable adjustments;
- Children and Families Act 2014 and SEND Code of Practice;
- Department for Education – Health and safety: responsibilities and duties for schools;
- Department for Education – Good estate management for schools: health and safety;
- Department for Education – Health and safety on educational visits;

- Department for Education – Supporting pupils at school with medical conditions;
- Department for Education – Allergy safety in schools statutory guidance 2026, where applicable;
- Department for Education – Keeping Children Safe in Education 2026;
- HSE guidance on sensible risk management in education, first aid, lone working, workplace transport, legionella and other relevant topics.

Where a legal duty depends on Future Pathways' precise registration, premises or commissioning status, the organisation will identify the duty-holder and ensure that responsibilities are documented. Future Pathways will apply DfE/HSE school-sector principles as a minimum standard of good practice where they are relevant to our provision.

4. Health and safety management: Plan – Do – Check – Act

4.1 Plan

- set policy, responsibilities and priorities;
- identify legal and other requirements;
- assess significant risks;
- plan competent staffing, training, maintenance and emergency arrangements.

4.2 Do

- implement risk controls and safe systems of work;
- provide information, instruction, training, supervision and equipment;
- coordinate contractors, visitors, partner providers and off-site activity;
- consult staff and act promptly on reported hazards.

4.3 Check

- complete routine premises and equipment checks;
- monitor incidents, near misses, sickness and health-and-safety concerns;
- audit statutory compliance and risk assessments;
- review whether controls work in practice.

4.4 Act

- investigate significant incidents;
- correct deficiencies and track actions to completion;
- review risk assessments after change or incident;
- formally review this policy and overall performance at least annually.

5. Roles and responsibilities

5.1 Managing Director – Lauren Meston

Lauren Meston has overall organisational responsibility for the implementation and monitoring of this policy and is the senior lead for health and safety. She will ensure that competent advice is available where required and that sufficient time and resources are allocated to manage significant risks.

- ensure responsibilities are clearly allocated and understood;
- approve and review significant risk assessments and control measures;
- ensure statutory inspections, servicing and maintenance are scheduled and evidenced;
- ensure serious incidents are investigated and RIDDOR reporting is considered where required;
- ensure staff receive role-appropriate health-and-safety training;
- ensure health and safety remains a fixed agenda item at the weekly staff meeting;
- report significant issues to Directors/Trustees and ensure remedial actions are followed through.

5.2 Leadership and managers

- implement this policy within their area of responsibility;

- ensure risk assessments and safe operating procedures are current and communicated;
- check staff competence before allocating higher-risk tasks;
- stop or modify activity where controls are inadequate;
- investigate hazards, incidents and near misses and escalate significant concerns.

5.3 All employees

- take reasonable care of their own health and safety and that of others;
- cooperate with Future Pathways on health-and-safety arrangements;
- follow training, risk assessments and reasonable instructions;
- use equipment and PPE correctly and not misuse safety equipment;
- report hazards, defects, accidents, near misses and unsafe practice promptly;
- not undertake work for which they are not competent or where they reasonably believe conditions are unsafe;
- raise concerns with a manager or through the Whistleblowing Policy where necessary.

5.4 Young people

Young people will be supported, according to age, understanding, SEND and communication needs, to follow safety instructions, use equipment appropriately, wear required PPE, report hazards or injuries and avoid actions that place themselves or others at unnecessary risk. Responsibility for safe systems, supervision and reasonable adjustments remains with adults.

5.5 Contractors and visitors

Contractors and visitors must follow site rules, sign in/out, wear identification as required and comply with safeguarding and emergency arrangements. Contractors must provide evidence of competence, insurance, risk assessments/method statements and statutory certification where relevant. Work that may affect young people or normal operations will be coordinated and segregated appropriately.

6. Risk assessment and safe systems of work

Suitable and sufficient risk assessments will be completed for significant risks arising from premises, work activities and the curriculum. Assessments will identify hazards, who may be harmed and how, existing controls, further action required, responsibility and review date. Significant findings will be recorded and communicated to those affected.

- Risk assessments are living documents and will be reviewed when there is reason to believe they are no longer valid, following a significant incident or near miss, after material change, or at the planned review date.
- Individual risk assessment will be used where a young person or employee has needs that are not adequately addressed by generic controls.
- Dynamic risk assessment may be necessary during changing situations, but it complements rather than replaces planned assessment.
- Where risk cannot be adequately controlled, the activity will not proceed until suitable controls are in place.

7. Premises, estate and statutory compliance

Future Pathways will maintain premises and external areas so they are safe and without avoidable risk to health. A compliance schedule will identify required inspections, tests, servicing and remedial works. Depending on the premises and systems present, this may include:

- fire alarm, emergency lighting, fire doors and firefighting equipment;
- fixed electrical installations and portable electrical equipment under a risk-based inspection regime;
- gas appliances, boilers and heating systems;
- water hygiene and legionella risk management;
- asbestos management surveys/registers and contractor information where asbestos-containing materials may be present;
- lifts, lifting equipment or pressure systems where applicable;
- local exhaust ventilation and extraction systems where applicable;
- play, gym, boxing, salon, kitchen or workshop equipment;

- security systems, access control, gates, glazing and external areas;
- ventilation, temperature, lighting, sanitary conveniences, drinking water and general welfare facilities.

Defects presenting immediate risk will be isolated, taken out of use or otherwise made safe until repaired. Statutory records and certificates will be retained and available for audit.

8. Fire safety, lockdown and emergency planning

- A suitable and sufficient fire risk assessment will be maintained and reviewed by a competent person.
- Escape routes and fire exits will be kept clear and appropriately signed.
- Fire alarms will be tested routinely and drills will be undertaken at planned intervals, with learning recorded and acted upon.
- Emergency lighting and firefighting equipment will be inspected/serviced at required intervals.
- Personal Emergency Evacuation Plans (PEEPs) or equivalent arrangements will be developed where a person may need additional assistance.
- Future Pathways will maintain separate lockdown/invacuation and emergency-response arrangements for security threats, severe weather, utility failure, major incidents and other foreseeable emergencies.
- Staff will know how to summon emergency services and how to account for young people, staff and visitors.

9. First aid, medical needs and allergy safety

Future Pathways will complete a first-aid needs assessment and provide adequate and appropriate first-aid equipment, facilities and trained personnel. First-aid arrangements will take account of the nature of activities, site layout, staff and learner numbers, off-site provision and known medical needs.

- First-aid kits will be appropriately located, checked and replenished.
- Automated external defibrillator arrangements will be maintained where an AED is available.
- Medication and Individual Healthcare Plans will be managed under the relevant medical-needs procedures.
- Allergy risk will be managed under the Future Pathways Allergy Safety Policy, including emergency adrenaline arrangements and staff training.
- Emergency medication must remain rapidly accessible in accordance with the learner's plan and current guidance.
- Staff will call 999 where there is a life-threatening emergency and will not delay necessary emergency action while attempting to contact parents/carers.

10. Accident, incident and near-miss reporting

- All accidents, injuries, occupational ill-health concerns, dangerous occurrences and significant near misses must be reported promptly through the agreed system.
- Immediate first aid or emergency response takes priority over paperwork.
- Significant incidents will be investigated proportionately to identify immediate, underlying and organisational causes.
- Risk assessments and controls will be reviewed where learning indicates change is needed.
- The responsible person will consider whether an incident is reportable to the HSE under RIDDOR. Not every pupil injury is RIDDOR-reportable; the legal reporting criteria will be applied.
- Records will be retained in line with legal, insurance, safeguarding and data-protection requirements.

11. COSHH and hazardous substances

Hazardous substances will be avoided or substituted where reasonably practicable. Where use is necessary, Future Pathways will maintain a COSHH assessment proportionate to the risk and ensure safe purchasing, storage, labelling, use and disposal.

- Safety Data Sheets will support, but not replace, COSHH assessment.
- Young people will only use substances under appropriate supervision and instruction.
- Required PPE and ventilation/extraction will be provided and used correctly.
- Chemicals will not be decanted into unlabelled or food/drink containers.
- Access to higher-risk substances will be restricted.

- Spill, exposure and emergency arrangements will be known to relevant staff.

12. Work equipment, electrical safety and PPE

- Work equipment will be suitable for its intended use, maintained in safe condition and inspected where deterioration could create risk.
- Young people will not use equipment unless the risk assessment permits it and suitable instruction/supervision is provided.
- Guards and safety devices must not be removed or defeated.
- Electrical equipment showing damage or defect will be taken out of use immediately.
- PPE will be selected based on risk, provided where required, fitted appropriately, maintained and replaced as necessary.
- Staff and young people must report defective tools, appliances or PPE without delay.

13. Manual handling and ergonomic risk

Manual handling will be avoided where reasonably practicable. Where handling cannot be avoided, the task, load, individual capability and environment will be assessed and suitable controls used, including mechanical aids or team handling where appropriate. Staff will receive instruction or training where their role requires it.

Display-screen work will be managed proportionately for employees who are DSE users, including workstation assessment, breaks or changes of activity, eyesight-test arrangements where applicable and suitable equipment.

14. Specialist curriculum and activity areas

14.1 Catering and food preparation

- food hygiene, allergen controls and cross-contamination procedures will be followed;
- knives, hot surfaces, ovens and electrical equipment will be risk assessed and supervised;
- young people will receive instruction before using equipment;
- appropriate PPE and first-aid/burn response arrangements will be available;
- gas/electrical and extraction systems will be maintained where applicable.

14.2 Salon and beauty provision

- COSHH assessments will cover dyes, developers, aerosols, disinfectants and other products;
- skin-contact, inhalation, eye-contact and allergy risks will be controlled;
- tools and electrical equipment will be maintained and hygienically managed;
- patch testing or other manufacturer/professional requirements will be followed where relevant to an activity;
- PPE and ventilation will be used where indicated.

14.3 Gym, boxing and physical activity

- activities will be led/supervised by competent staff;
- equipment and training areas will be checked before use and maintained appropriately;
- warm-up, cool-down and hydration arrangements will be promoted;
- medical conditions, injuries and individual restrictions will be considered;
- contact or higher-risk activity will only take place where specifically risk assessed, appropriately supervised and consistent with the programme offered.

14.4 Art and practical activities

- tools, blades, aerosols, adhesives, paints, solvents and other materials will be risk assessed;
- ventilation and PPE will be provided where needed;
- storage and access will be controlled according to risk;
- young people will receive clear instruction and supervision appropriate to the activity.

15. Educational visits, community learning and off-site provision

Educational visits and off-site activities will be planned and risk managed in accordance with DfE guidance, local/commissioning arrangements and the Future Pathways Educational Visits procedures. Planning will consider staffing, competence, transport, medical/SEND needs, safeguarding, emergency contacts, weather, venue risks and the needs of individual young people.

External providers will be subject to proportionate due diligence. Future Pathways will not assume that a provider's own risk assessment removes our responsibility to consider the suitability of the activity and the needs of our learners.

16. Vehicles, driving and transport

- Drivers undertaking work-related driving must be appropriately licensed, insured and fit to drive.
- Vehicles used for work must be roadworthy, legally compliant and suitable for the journey and passengers.
- Seat belts/restraints must be used as required.
- Journey planning will consider fatigue, weather, route, parking and lone-working risk.
- Transporting young people will follow safeguarding, lone-working and individual risk-assessment arrangements.
- Use of dash cameras, where adopted, will comply with data-protection requirements and will not substitute for risk assessment or appropriate staffing.

17. Lone working, violence and aggression

Lone working will be managed under the Future Pathways Lone Working Policy. Where the risk cannot be adequately controlled by one person, the activity must not be undertaken alone.

The risk of violence, aggression, threats or challenging behaviour will be assessed. Preventative measures may include staffing levels, communication arrangements, environmental controls, information sharing, de-escalation, individual support/risk plans and access to assistance. Staff must not be expected to accept violence or abuse as "part of the job".

Any use of restrictive intervention or reasonable force will be governed by the Future Pathways Use of Reasonable Force Policy and current DfE guidance. It must never be used as punishment.

18. Safeguarding, supervision and security

Health and safety and safeguarding frequently overlap. Young people will be supervised at a level appropriate to the activity, environment, age, understanding and individual risk. Site access will be controlled, visitors managed appropriately and security concerns escalated under safeguarding/lockdown procedures.

KCSIE safeguarding procedures take precedence where an incident or condition may indicate abuse, neglect, exploitation or unsafe adult practice. Health-and-safety reporting does not replace safeguarding reporting.

19. SEND, disability, medical conditions and reasonable adjustments

Risk assessment must not be used to exclude a young person automatically because of disability, SEND, medical condition or behaviour. Future Pathways will consider reasonable adjustments and individual controls so that participation is enabled wherever risks can be managed safely.

- communication and comprehension of safety instructions;
- sensory needs and environmental triggers;
- mobility and evacuation needs;
- medical conditions, allergies and emergency medication;
- trauma history and responses to touch, proximity or restriction;
- behaviour as a possible indicator of unmet need, distress or safeguarding risk.

20. Infection prevention and public-health incidents

Future Pathways will maintain proportionate arrangements for hygiene, cleaning, ventilation and response to communicable disease. Public-health risk assessments will be reviewed when advice or circumstances change. We will follow UKHSA, DfE and local health advice where specific measures are required.

- handwashing and respiratory hygiene;
- appropriate cleaning of frequently touched or contaminated surfaces;
- safe management of bodily-fluid spills;
- safe disposal of clinical/sharps waste where relevant;
- exclusion or outbreak advice where directed by health professionals;
- adequate ventilation and maintenance of ventilation systems.

21. Staff health, wellbeing and occupational health

Future Pathways recognises that work-related stress, fatigue and exposure to distressing incidents can affect health and safety. Managers will consider workload, role demands, support, working patterns and individual circumstances. Staff will be encouraged to raise concerns early, and occupational-health or other professional support will be sought where appropriate.

Pregnancy, new motherhood, disability or a significant health condition may require an individual risk assessment and reasonable adjustments. Health information will be handled confidentially and in accordance with data-protection law.

22. Contractors, maintenance and construction work

- contractors will be selected on competence and suitability, not price alone;
- relevant risk assessments/method statements, permits and statutory certificates will be checked;
- contractors will be informed of site-specific hazards including asbestos information where applicable;
- work will be segregated from young people where necessary;
- construction or significant maintenance work will comply with applicable Construction (Design and Management) Regulations responsibilities;
- completion, commissioning and handover information will be retained where relevant.

23. Consultation, information and training

Health-and-safety information will be communicated through induction, training, risk assessments, staff meetings, signage, briefings and supervision. Training will be appropriate to role and refreshed when required by risk, guidance, competence or change.

Health and Safety will remain a fixed agenda item at the weekly staff meeting. Staff are expected to raise concerns, lessons from near misses and practical improvement suggestions. Where consultation rights apply, Future Pathways will consult employees or their representatives in accordance with health-and-safety law.

24. Monitoring, audit and review

- routine premises and equipment checks;
- review of accident, near-miss and hazard data;
- review of statutory servicing and inspection records;
- checks on training completion and competence;
- sampling of risk assessments and action plans;
- review of contractor and educational-visit arrangements;
- annual health-and-safety audit, with additional audits where risk indicates;
- formal annual policy review, or earlier following significant incident, material change or new legal/guidance requirements.

Significant actions will be assigned to a named person and target date and tracked to completion. Persistent or serious non-compliance will be escalated to the Managing Director and Directors/Trustees.

25. Related Future Pathways policies and procedures

- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Use of Reasonable Force Policy;
- Lone Working Policy;
- Lockdown and Invacuation Policy;
- Attendance Policy;
- SEND Policy;
- Inclusion Policy;
- Allergy Safety Policy;
- Mental Health and Wellbeing Policy;
- Online Safety and Mobile Phone Policy;
- Absconding / Leaving Without Permission Policy;
- Educational Visits procedures;
- First Aid / Managing Medicines procedures;
- Fire Safety procedures;
- Risk Assessment and COSHH procedures;
- Whistleblowing Policy.

Appendix 1 – Staff quick guide: health and safety concern

1. Make the immediate situation safe if you can do so without putting yourself or others at further risk.
2. Stop the activity or isolate defective equipment where necessary.
3. Provide first aid / call emergency services where required.
4. Inform the responsible manager promptly.
5. If a child-safeguarding concern is involved, inform the DSL/DDSL immediately.
6. Record the accident, near miss, hazard or defect through the agreed system.
7. Do not restart higher-risk activity until controls are confirmed as adequate.
8. Cooperate with investigation and review.

Appendix 2 – Health and safety inspection checklist

- Access/egress and external areas safe and unobstructed
- Fire exits, escape routes and signage clear
- Fire doors closed/functional as intended
- First-aid and emergency equipment available
- Housekeeping, floors, stairs and lighting satisfactory
- Electrical equipment visibly safe; defects removed from use
- Kitchen/catering controls and equipment satisfactory
- Salon/COSHH storage, labels and PPE satisfactory
- Gym/boxing equipment and space checked
- Art/practical tools/materials controlled
- Ventilation/heating/welfare facilities satisfactory
- Security/access-control arrangements functioning
- Required statutory inspection/service dates current
- Accidents/near misses/hazards reviewed for action
- Outstanding actions have owner and completion date

Appendix 3 – Significant incident / near-miss review prompts

- What happened, when and where?
- Who was affected or could have been affected?
- What immediate action was taken?
- What hazards and control failures were involved?
- Were the relevant risk assessment and safe system current and followed?
- Were staffing, supervision, training and competence adequate?
- Did SEND, medical, communication, trauma or safeguarding factors contribute?
- Is RIDDOR reporting required?
- Do regulators, commissioners, insurers, parents/carers or other agencies need notification?
- What corrective/preventive actions are required, by whom and by when?
- What wider learning should be shared?
- When will effectiveness of actions be checked?

Approval

This policy is approved by Future Pathways CIC and will be made available to staff and other relevant persons. It will be reviewed at least annually and sooner where circumstances, incidents, legislation or guidance require.

Signed: *L. Meston*

Lauren Meston – Managing Director

Date: 20/08/2026

Next review due: 19/08/2027