

PACE Education Pathways

Health and Safety and Risk Assessment Policy

Document control	Detail
Policy title	Health and Safety and Risk Assessment Policy
Version	3.0
Status	Approved for use
Policy owner	Nathan Warr
Approved by	Nathan Warr / Hannah Lewis
Applies to	Directors, employees, tutors, associate tutors, subcontractors, volunteers and any person working on behalf of PACE Education Pathways
Date approved	21/08/2026
Next review date	12 months from approval
Review trigger	Earlier review required if legislation or statutory guidance changes, the service model or premises change, a serious accident or RIDDOR event occurs, or an incident, complaint, audit finding or safeguarding concern identifies a need for review.
Linked documents	Incident Reporting Policy; Accident & Incident Investigation Procedure; Accident & Incident Investigation Report; Pupil Risk Assessment; Home Visit Risk Assessment; Off-Site Learning Activity Risk Assessment; Online / Remote Learning Risk Assessment; Child Transport & Travel Risk Assessment; Fire Risk Assessment; Lone Working and Home Visit Policy; Transport and Travel Policy; Medication and First Aid Policy; Behaviour, De-escalation and Physical Intervention Policy; Safeguarding and Child Protection Policy; Business Continuity Plan; Workforce Competency and Compliance Register

Governance note

This policy provides the overarching health, safety and risk-management framework for PACE Education Pathways. It is supported by specific risk assessments, procedures and operational records. Where a risk cannot be reduced to a safe and reasonable level, the activity, journey, session or use of a location must not proceed in its planned form. Safeguarding responsibilities remain paramount where a health and safety matter also indicates possible harm to a child.

1. Purpose

PACE Education Pathways will take reasonably practicable steps to protect the health, safety and welfare of staff, pupils, families, visitors, contractors and others who may be affected by its work. Because provision may take place in homes, schools, community venues, online, during travel and through off-site learning, health and safety arrangements must be proportionate, practical, recorded where necessary and responsive to changing circumstances.

2. Scope

This policy applies to all PACE activities and to all directors, employees, tutors, associate tutors, subcontractors, volunteers and others working on behalf of PACE. It covers planning, teaching and mentoring, home visits, lone working, community and off-site activity, online delivery, travel, pupil transport, meetings, events, premises controlled by PACE and work undertaken at third-party venues.

3. Policy principles

- Health and safety is a shared responsibility and must be considered alongside safeguarding, SEND, medical needs, professional boundaries and commissioner requirements.
- Risks will be assessed before work begins and reviewed when circumstances materially change.
- Staff are authorised to stop, pause, move or adapt an activity where continuing would create unacceptable risk.
- Accidents, incidents and near misses will be reported, investigated proportionately and used to improve controls.
- PACE will provide information, instruction, supervision and training proportionate to role and risk.
- Workers will be consulted on relevant health and safety matters and are expected to report hazards, defects and concerns promptly.

4. Legal and guidance framework

- 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 2013 (RIDDOR).
- Health and Safety (First-Aid) Regulations 1981.
- Workplace (Health, Safety and Welfare) Regulations 1992 where PACE controls premises.
- Regulatory Reform (Fire Safety) Order 2005 where applicable to premises used or controlled by PACE.
- Manual Handling Operations Regulations 1992, Display Screen Equipment Regulations 1992 and Control of Substances Hazardous to Health Regulations 2002 where relevant to the activity.
- Current Health and Safety Executive guidance, including guidance on risk assessment, lone working and driving for work.
- Current Department for Education and commissioner health and safety expectations relevant to alternative provision.

5. Roles and responsibilities

Role	Responsibilities
Directors	Provide overall governance oversight; ensure suitable arrangements, resources and insurance are in place; approve significant changes and receive assurance on serious incidents or material risks.
Operations / Governance Lead	Owns the health and safety framework; maintains risk-assessment arrangements and compliance records; reviews accidents, incidents and trends; determines RIDDOR reportability; submits statutory notifications where required; coordinates corrective actions and assurance.

Role	Responsibilities
Education Lead / DSL	Ensures pupil welfare, safeguarding, SEND, behaviour and education risks are considered together; advises where a safeguarding or pupil-specific risk requires additional control, alternative provision or escalation.
Staff and tutors	Follow policies and risk assessments; complete required checks; use dynamic risk assessment; report hazards, accidents, incidents and near misses; stop unsafe activity; cooperate with investigations and reviews.
Subcontractors / third parties	Meet relevant PACE, legal and commissioner requirements; provide evidence of competence, insurance and safe systems of work where applicable; report incidents and material changes promptly.

6. Risk assessment arrangements

PACE will use written risk assessments where a significant risk requires planned controls. Assessments must be suitable and sufficient for the activity and proportionate to the level of risk. Where different risk areas overlap, documents may cross-reference one another rather than duplicate sensitive information.

6.1 Standard risk-assessment suite

- Pupil Risk Assessment - individual safeguarding, behaviour, medical, SEND, attendance, location and engagement risks.
- Home Visit Risk Assessment - household, access, lone-working, environmental, adult, animal, fire and emergency risks.
- Off-Site Learning Activity Risk Assessment - activity, venue, travel, public interaction, weather and emergency arrangements.
- Online / Remote Learning Risk Assessment - online safeguarding, privacy, environment, technology, communication and emergency risks.
- Child Transport & Travel Risk Assessment - pupil-specific journey, driver, vehicle, behaviour, medical, restraint, handover and safeguarding controls.
- Fire Risk Assessment - premises-specific fire hazards, persons at risk, precautions, actions and review arrangements where PACE controls premises.

6.2 Minimum assessment standard

All PACE risk assessments will use the same minimum control structure: assessment details; hazard or risk; persons at risk; existing controls; initial risk where used; further controls; residual risk; action owner; decision; assessor sign-off; reviewer/authoriser sign-off; next review date; review triggers; and review history.

6.3 Dynamic risk assessment and stop-work authority

Risk assessment continues during delivery. Staff must reconsider risk where the pupil presentation, location, weather, travel conditions, unknown adults, animals, equipment, medical information, safeguarding context or any other material factor changes. Where controls are no longer adequate, the staff member is authorised to pause, move, modify or end the activity and must record and escalate the change as appropriate.

7. Accidents, incidents, near misses and RIDDOR

All accidents, injuries, illnesses, dangerous occurrences, aggressive incidents causing or risking injury, unsafe premises, property damage affecting safety and near misses involving staff, pupils, young people, visitors, contractors or members of the public must be reported as soon as reasonably practicable using the PACE incident reporting process. Immediate safety, first aid, emergency response and safeguarding action take priority over paperwork.

The Operations / Governance Lead will review reported events to determine the need for further investigation, safeguarding action, insurer or commissioner notification, corrective action and whether the event is reportable under RIDDOR.

7.1 RIDDOR

PACE will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Where an event meets the statutory reporting criteria, the Operations / Governance Lead or other authorised responsible person will submit the required notification to the Health and Safety Executive within the applicable timescale and retain the confirmation with the investigation record.

- work-related fatalities;
- specified injuries to workers;
- over-seven-day incapacitation of a worker where the statutory test is met;
- reportable occupational diseases;
- specified dangerous occurrences; and
- qualifying work-related injuries to pupils, visitors or other non-workers where the RIDDOR reporting criteria are met.

The Accident & Incident Investigation Procedure and Accident & Incident Investigation Report will be used for significant events. A RIDDOR decision and rationale must be recorded where reportability is considered.

8. First aid and medical emergencies

PACE will maintain proportionate first-aid arrangements based on the nature and location of provision and the needs of pupils and staff. Staff must know how to obtain emergency assistance and must call 999 where urgent medical help is required. First aid will only be provided within the person's level of competence. Medication will only be handled or administered where this has been agreed, recorded and risk assessed in accordance with the Medication and First Aid Policy.

9. Fire and premises safety

Where PACE controls premises, a premises-specific Fire Risk Assessment must be completed and maintained, with appropriate arrangements for detection, warning, escape, emergency lighting, firefighting equipment, signage, drills, maintenance and persons requiring assistance. Until PACE occupies its own premises, the approved Fire Risk Assessment remains a controlled template for completion on occupation.

Where provision takes place in a school, community venue or other third-party building, staff must follow the venue's fire and emergency arrangements and must not continue where escape routes, occupancy conditions or other hazards appear unsafe.

10. Lone working, home visits, off-site and online activity

Lone working, home visits, off-site learning and online delivery must follow the relevant PACE policy and standardised risk assessment. Staff must know the agreed location, contact and check-in arrangements, emergency contacts, expected start and finish times and circumstances in which the session must be paused or ended. Where an individual pupil presents additional risk, the Pupil Risk Assessment takes precedence and must be considered alongside the activity/location assessment.

11. Travel and pupil transport

Travel undertaken for work must be planned and lawful. Pupil transport may only take place under the Transport and Travel Policy using an authorised driver, approved vehicle, current Fit to Drive and Driver Declaration, recorded driver/vehicle compliance and a current Child Transport & Travel Risk Assessment. No journey may proceed where licence, insurance, vehicle, restraint, consent, handover or pupil-specific controls are incomplete or no longer adequate.

12. Violence, aggression, stress and wellbeing

PACE recognises that work with vulnerable pupils and families can expose staff to aggression, threats, emotional load, lone-working pressure and challenging incidents. Risks will be managed through pupil and location assessment, de-escalation, professional boundaries, check-in arrangements, supervision, debrief and changes to provision where necessary. Staff must report concerns early and are not expected to remain in circumstances they reasonably believe to be unsafe.

13. Training, competence and consultation

PACE will provide health and safety information, induction and training proportionate to role and risk. Relevant competence, training and expiry information will be monitored through the Workforce Competency and Compliance Register. Workers are expected to raise hazards, near misses and practical concerns, and PACE will consult staff when developing or materially changing risk controls that affect their work.

14. Contractors and third-party venues

Where PACE appoints contractors or uses third-party venues, proportionate checks will be made to confirm that the provider or venue can support safe delivery. This may include competence, insurance, venue rules, emergency procedures, equipment safety and relevant risk information. PACE staff remain responsible for identifying and escalating risks affecting the pupil or the planned PACE activity.

15. Emergency arrangements and business continuity

PACE will maintain proportionate arrangements for foreseeable emergencies including serious injury, medical emergency, fire, unsafe premises, vehicle collision or breakdown, loss of communication and interruption to provision. Staff must follow emergency services instructions where applicable and notify the DSL, Governance Lead, parent/carers and commissioner in accordance with the relevant policy, risk assessment and Business Continuity Plan.

16. Records, monitoring and assurance

Health and safety evidence will be retained securely and proportionately. This includes risk assessments, incident and investigation records, RIDDOR confirmations where applicable, training and competence records, driver/vehicle compliance, fire safety records where premises are controlled, and corrective-action evidence.

The Operations / Governance Lead will review health and safety performance using incident and near-miss trends, investigation findings, RIDDOR events, risk-assessment reviews, training/compliance data, complaints, commissioner feedback and audit findings. Significant recurring issues must result in revised controls, assigned actions and follow-up.

17. Review

This policy will be reviewed at least annually and sooner where law or official guidance changes, the PACE service model or premises change, a serious accident or RIDDOR event occurs, a material new risk emerges, or an incident, complaint, commissioner requirement or audit finding indicates that arrangements require revision.

Appendix A - Risk assessment minimum fields

- Assessment reference, subject/activity/location, assessor and assessment date.
- Hazards or risks identified and persons who may be harmed.
- Existing controls and initial risk rating where used.
- Further controls required, action owner and target date where applicable.
- Residual risk rating using the approved PACE methodology.
- Decision: Proceed / Proceed with controls / Do not proceed.
- Assessor sign-off and reviewer/authoriser sign-off.
- Next review date and event-based review triggers.
- Review history showing material changes and approval.

Appendix B - Accident and RIDDOR decision record

Decision point	Minimum action	Record
Immediate injury or danger	Make safe; first aid/999 where required; safeguarding action where relevant.	Incident record / safeguarding record as applicable
Significant incident or near miss	Governance review; investigate proportionately; assign corrective actions.	Accident & Incident Investigation Report
Possible RIDDOR event	Assess against current statutory criteria; seek competent advice if uncertain.	RIDDOR decision and rationale
RIDDOR reportable	Submit HSE notification within applicable statutory timescale.	HSE submission confirmation/reference
Follow-up	Review controls, risk assessments, training and lessons learned.	Action tracker / revised risk assessment / review record