



Health & Safety Policy

Our Commitment

At Dorset Pathways, we prioritize the well-being and safeguarding of all children, youth, staff, and visitors within our premises.

As an organization, our commitment is steadfast in creating a secure environment for those we engage with. Our dedication involves ensuring that our personnel are well-informed about potential health and safety risks, as well as the protocols we have established to address these challenges.

This Document

- Defines the roles and responsibilities of individuals within our organization
- Applies to all individuals associated with Dorset Pathways, including staff, stakeholders, volunteers, and contractors
- Aligns with our organizational goals
- Is built upon current laws, governmental guidance, and best practices. The references to these documents can be found at the conclusion of this policy
- Provides relevant contact information at the end of the policy

Responsibilities

Every member of the Dorset Pathways team holds a legal duty to ensure the safety and health of themselves and those impacted by their actions or decisions. They are also required to collaborate with the Director in matters of health and safety. Our staff must not tamper with any safety provisions and must promptly communicate any health and safety concerns to the designated person specified in this policy.

Roles and Accountabilities

The Director will guarantee that adequate resources are allocated to establish secure work systems. They will make every effort to ensure that Dorset Pathways, along with its operational methods, maintains a secure environment with the least possible risks to health. The Director will supervise and oversee the health and safety policy, ensuring its annual review or more frequent assessment in the event of organizational shifts or significant incidents. If policy changes are necessary, the Directors will efficiently communicate this information to the staff. The Operations Director serves as the Health and Safety Officer, while the designated site health and safety leads (Health and Safety Deputies) will receive adequate training and support to fulfil their roles.



The Health and Safety Officer and Deputies will craft a clear policy that promotes a safety-conscious mindset among staff and young people. Their expertise, knowledge, and training will equip them to execute their responsibilities. They will also know when to seek specialized advice when needed. These officers will create and enforce procedures to evaluate substantial risks and implement secure work systems. They will ensure that all relevant parties, including staff, young people, parents/carers, stakeholders, and visitors, are well-informed about this policy. Furthermore, they will provide comprehensive information, instruction, and training to staff on health and safety concerns. This will foster an understanding among staff about their responsibilities and the significance of health and safety matters. They will also oversee the tendering process for contracts such as cleaning, catering, and construction, ensuring compliance with relevant standards and sharing crucial risk information with contractors. The officers will ensure that premises and work practices are subjected to risk assessments, guaranteeing the implementation of secure work systems to counter established risks. Emergency protocols will also be established and communicated to staff.

All Dorset Pathways staff are responsible for maintaining equipment under their care in a safe state. They will exclusively use equipment they are trained to operate and not misuse or interfere with any equipment provided for health, safety, and well-being purposes. They are expected to exercise reasonable care for their safety and the safety of others, cooperating with the Director and the Health and Safety Officer and Deputies. Activities will be planned systematically, including risk assessments and the incorporation of control measures to mitigate safety hazards.

Staff will lead by example, adhering to safe working practices. They will communicate health and safety procedures to young people in a manner suitable for their understanding. When necessary, they will familiarize themselves with specific safety measures related to their work/learning areas and ensure their implementation. Staff will provide clear and consistent guidance to young people, encouraging them to take responsibility for their well-being and the well-being of others. Health and Safety deputies will ensure that young people receive thorough induction on health and safety matters, and Learning Mentors will periodically reinforce these teachings.

Staff are obliged to promptly report serious or immediate hazards to the Health and Safety Officer or Deputies. In their absence, senior staff members should be informed. Any deficiencies in health and safety arrangements must also be promptly reported to the Health and Safety Team. It is understood that the duty to address health and safety issues aligns with the Health and Safety at Work Act and transcends local policy agreements. Staff must also be knowledgeable about and adhere to emergency protocols regarding fire, first aid, and other emergencies.



Flexibility is expected from staff to support the health and safety needs of the organization. In situations like incident aftermath, additional staff might be requested to extend their duty hours, and those off-duty may be contacted to provide supplementary assistance.

Volunteers and individuals on work experience are expected to adhere to Dorset Pathways' health and safety policies and procedures. They should immediately report incidents or concerns to a staff member. Volunteers should only operate under the supervision of qualified staff.

Dorset Pathways will ensure that contractors engaged by the organization are competent in terms of health and safety. Contractors must comply with the health and safety policy, ensuring the well-being of young people, staff, and visitors. Temporary regulations, such as access restrictions, will be communicated to all parties by the site Health and Safety Deputy. Visitors must adhere to the company's health and safety policies. They are required to sign in upon arrival and out upon departure, and in certain cases, wear a provided visitor's badge. Visitors will be accompanied by Dorset Pathways staff at all times. In case of emergencies, the accompanying staff member will guide the visitor to the fire assembly point. Incidents or accidents involving visitors will be recorded and investigated.

Children and young people will be reminded of their responsibility to ensure their safety and the safety of others. They should adhere to safety and hygiene standards, follow health and safety rules, and cooperate with staff instructions.

Fire and Emergency

All staff will receive induction training that covers general fire safety procedures. Evacuation protocols for each building used by Dorset Pathways in case of fire or other emergencies are displayed at building entrances. These procedures detail evacuation processes and routes. The Health and Safety Officer, Deputies, and Directors are responsible for updating and reviewing these procedures, informing staff through training and induction, conducting practice drills, and establishing an Emergency Action Plan for major incidents. Fire evacuation drills will occur at least once a term, and the fire log will track equipment checks and any relevant visits or alarms.

Accidents, Incidents, and First Aid

In the event of an incident, staff members should respond promptly, either by providing assistance if qualified or seeking appropriate help. The First Aid policy outlines these procedures comprehensively. Designated first aiders and first aid equipment locations are indicated at building entrances. Staff must report all accidents, incidents, and work-related sickness absences to the Health and Safety Officer following HSE Accident reporting guidelines. Accidents should also be recorded in the accident book and reported to the Health



and Safety Officer. The Health and Safety Officer will handle accidents reportable under RIDDOR. They will inform relevant parties of serious injuries or accidents.

Medication Administration

Dorset Pathways adheres to DFES guidance for administering medicines in a school setting. For further information, refer to the Dorset Pathways administration of medicine parent agreement documentation.

Electrical Safety

Dorset Pathways commits to inspect and test portable appliances biennially under the supervision of a competent person. The Health and Safety Deputy will maintain an inventory of tests on the shared drive. Defective equipment will be labeled and reported for repair or replacement. Fixed wiring inspection checks will be obtained from the landlord or a competent contractor if necessary. Personal electrical equipment used on-site must have current portable appliance testing.

Work Equipment

Work equipment will be procured from reputable suppliers, considering installation, suitability, maintenance, and training requirements. New equipment usage requires proper training and associated risk assessments. Personal protective equipment will be supplied by Dorset Pathways and must be worn by employees using equipment.

Hazardous Substances

All potentially hazardous substances will undergo COSHH assessment. Health and safety data sheets and COSHH assessments will be available for chemicals used or stored. Personnel using these substances must follow COSHH guidelines. Bringing hazardous chemicals to Dorset Pathways sites requires prior permission and a COSHH assessment.

Asbestos and Legionella

Asbestos and Legionella assessments have been conducted on Dorset Pathways premises. Certificates have been awarded for both.

Transport on Site



Staff, park vehicles adjacent to the unit and accompany children or young people to and from transportation within the secure site. See the Site Risk Assessment and Transport Procedure for details.

Violence and Challenging Behaviour

Dorset Pathways, serving children and young people with specific needs, equips staff to manage potential outbursts. Incidents are documented, and intervention strategies are established for individuals requiring additional support.

Manual Handling, Working at Heights, and Lone Working

Risk assessments and training are mandatory for manual handling, working at heights, and lone working scenarios.

Risk Assessments

Risks are assessed in line with Dorset Pathways' Risk Assessment policy. These assessments should be regularly reviewed and updated, especially after accidents or significant changes.

Site Security

While the Dorset Pathways site is secured, it is not considered completely secure. Strict procedures and supervision maintain safety. The site maintains a visitor book and operates a 'challenge all' procedure. Dorset Pathways operates a high staff to young person ratio, 1:1 and there is constant supervision for all young people. Please refer to the Site Security Risk Assessment for further details of procedures.

Monitoring, Evaluation, and Review

Safety measures are continuously monitored through feedback from young people, professionals, parent/carers and staff. Strategic monitoring involves formal reviews of incidents through the Oversight Committee.

Contact details

Dorset Pathways Director :



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Dorset Pathways Health and Safety Consultant:

Craig Willis (Dorset Pat Testing) : via- office@dorsetpathways.org

Health and Safety Officer:

Rob Halfhide :office@dorsetpathways.org.

Health and Safety Deputy:

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Poole Hospital - Longfleet Rd, Poole BH15 2JB 01202665511

Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Authored by Directors

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