

Health and Safety at Work Policy

Document reference	QMS-POL-H&S-2.0
Version	2.0
Supersedes	Health and Safety at Work Policy Version 1.0
Co-authors	
Document owner	Jenni Westray
Date approved by Trustees	
Date updated	15/09/2026
Date of next review	September 2027
Related QMS clauses	<i>E.g. ISO 9001:2015 Clause 5.2 (Policy), 7.1.4 (Environment for the operation of processes)</i>

Full version history is recorded at the end of this document, in the Version history section.

Related Pace policies (Pace Policies SharePoint)

This notice should be read alongside:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Manual Handling Risk Assessment
- Fire Risk Assessment (FRA)
- Infection Control
- Lone Working

Legal and regulatory framework

This notice is written in line with:

- [Health & Safety in Schools](#)
- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)
- [UK Health Security Agency \(UKHSA\)](#)

STATEMENT OF INTENT

The Board of Trustees of The Pace Centre is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities and to ensure Pace's health and safety policies and procedures are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of Pace's activities
- an effective local organisation within Pace to implement the policy
- full and effective consultation with employees on matters affecting their health and safety
- effective communication throughout Pace on health and safety matters
- competent specialist advice on health and safety matters when this is not available in Pace
- sufficient information, instruction and training for staff on health and safety
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this
- the effective management of contractors
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance

This policy sets out how these duties will be conducted and includes a description of Pace's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and will be contained within the Pace Policy SharePoint site. The policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

A health and safety poster is displayed on both sites.

Aims

Pace aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to Pace premises.
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected

Roles and Responsibilities

The Board of Trustees

- The Board of Trustees has ultimate responsibility for health and safety matters at The Pace Centre but delegates day-to-day responsibility to the Leadership Team
- The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off Pace premises
- The Board of Trustees is responsible for ensuring health and safety management systems are in place and effective
- As a minimum these systems should adhere to The Pace Centre's health and safety policy, procedures and standards as detailed within Pace's Health and Safety Policy and Procedures Manual
- A Health and Safety Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback on health and safety issues and identified actions to the Board of Trustees
- The Board of Trustees receives regular reports from the Leadership Team or other nominated member of staff to enable it to provide and prioritise resources for health and safety issues
- Where required the Board of Trustees will seek specialist advice on health and safety matters which the establishment may not feel competent to deal with without

Pace, as the employer, also has a duty to:

- Assess the risk to staff and others affected by Pace activities
- Introduce health and safety measures to mitigate risk to staff and others affected by Pace activities

- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Responsibilities of the Chief Executive

Overall responsibility for the day-to-day management of health and safety rests with the Chief Executive. The Chief Executive has responsibility for:

- Co-operating with the Board of Trustees to enable health and safety policy and procedures to be implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to manage health and safety pro-actively by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- Reporting to the Board of Trustees any significant risks which cannot be rectified within the establishment's budget
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

The Leadership Team

The Leadership Team meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Trustees. The Leadership Team will:

- Apply the Pace health and safety policy to their own department or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as the Department for Education (DfE) Health and Safety Advice for Schools and the Health and Safety Executive)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the Chief Executive of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report/record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

Health and Safety Lead

The nominated health and safety lead is the Chief Executive. Delegated to the Head of Operations for day-to-day operations.

Staff

Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the Pace's health and safety policy and procedures at all times
- Ensure all required training is completed in a timely manner
- Report all accidents, incidents or near misses in line with the Accident Reporting Procedure
- Co-operate with senior management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent with / have been trained to use

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Staff have a duty to take reasonable care for the health and safety of children, young people, parents, carers and other visitors while they are on Pace premises or participating in Pace services

Health and Safety committee

The Health and Safety committee meets once each half term on each site and consists of the Head of Operations, members of the School Leadership team, Health and Safety Champions and the Health and Safety Trustee.

Health and Safety Champions

Each Pace group nominates their 'Health and Safety Champion' annually. Champions are displayed on posters in reception on both sites.

The Health and Safety Champion is a volunteer position. The role is designed to enable the person to represent colleagues on matters of Health and Safety.

The main responsibilities are:

- To help ensure the effective implementation of The Pace Centre's Health and Safety Policy and procedures within the Centre / Group
- To represent colleagues on matters concerning Health and Safety
- To be an effective member of the Health and Safety committee within Pace
- To ensure that information relating to health and safety is notified to all staff within their team
- To liaise with the Health and Safety Lead
- To attend regular Health and Safety meetings
- To ensure that the minutes of such meetings are circulated to all staff within the team
- To ensure that Health and Safety training requirements are notified to the training team
- To raise Health and Safety issues at staff/team meetings
- To discuss the implications of Health and Safety within the group and ensure that staff are aware of action to be taken
- To champion fire safety and to play an active role in the safe evacuation of pupils as per the Fire and Emergency Evacuation Procedure (FEEP) for their respective site

Children and Parents

Children and parents are responsible for following the Pace's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors are expected to comply with Pace's health and safety requirements and provide evidence of competence, risk assessments and appropriate insurances where required.

Risk Assessment

Pace will identify hazards and assess risks arising from its activities (see related Pace Policies for details). Suitable controls will be implemented and reviewed to reduce risk so far as is reasonably practicable.

Off-site Activities and Educational Visits

Suitable arrangements, including risk assessment where necessary, will be implemented for educational visits, off-site activities and transport arrangements to ensure pupils, staff and volunteers are protected from foreseeable risks.

Site Security

Pace will maintain appropriate security, safeguarding and access-control arrangements to protect pupils, staff, visitors, information and premises.

Fire

Pace will maintain suitable fire safety arrangements including fire risk assessments, evacuation procedures, emergency drills and Personal Emergency Evacuation Plans where required.

The Fire Risk Assessment is reviewed annually by a competent person (minimum Level 2 Health and Safety).

COSHH

Companies are required to control hazardous substances; every attempt will be made to avoid or choose the least harmful substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations). COSHH assessments will be undertaken where required and reviewed annually.

Gas, Legionella and Asbestos

Pace will ensure that statutory inspections, risk assessments and management arrangements are in place for gas safety, legionella and asbestos.

Contractor Management

Pace will ensure that contractors and visitors carrying out work on its premises are appropriately selected, supervised and monitored and that health and safety risks arising from contractor activities are adequately controlled.

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- Regular inspection and testing of Pace equipment is conducted by competent contractors

Electrical Equipment

Electrical equipment will be installed, maintained and inspected appropriately.

Display Screen Equipment

Pace will assess and manage risks associated with display screen equipment and support employees who regularly use computers or other display screen equipment as part of their work.

Smoking

Smoking is not permitted anywhere on the Pace premises.

Infection Prevention and Control

We follow current guidance published by the UK Health Security Agency (UKHSA) on infection prevention and control in education and childcare settings.

Exclusion Periods for Infectious Diseases

Pace will follow the recommended exclusion periods outlined by UK Health Security Agency (UKHSA), summarised in Appendix 4.

In the event of an epidemic/pandemic, we will follow advice from UK Health Security Agency (UKHSA) about the appropriate course of action.

New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies Pace that they are pregnant.

Appropriate measures will be put in place to control the risks identified.

Accident Reporting

All accidents, incidents, work-related ill health and near misses will be reported, investigated and, where required, notified to relevant external bodies in accordance with the Health and Safety Procedures Manual.

Training

All employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities and refresher training where required

Training records will be kept online and maintained by the training team who are also responsible for co-ordinating health and safety training needs in communication with the Health and Safety lead and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits. Appropriate health and safety training requirements will be identified through risk assessment, legislation and organisational need.

The Chief Executive will be responsible for assessing the effectiveness of the training received.

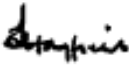
Health, Wellbeing and Occupational Health

Pace recognises that health and safety includes physical and psychological wellbeing. Reasonable steps will be taken to support employee wellbeing, manage work-related stress and provide access to occupational health advice where appropriate.

Monitoring

Pace will monitor health and safety performance through inspections, audits, incident investigations, training compliance monitoring, review of risk assessments and periodic reporting to senior leaders and trustees.

At every review, the policy will be approved and signed by the Chief Executive and Chair of the Trustees

	
Chair of Trustees: Colin Hayfield	Chief Executive: Caroline Bennett
Date: 05/10/2026	Date: 30/09/2026

Version history

Version	Date	Author	Summary of Change
2.0	15/09/2026	Head of Operations	Rewrite of version 1.0 to separate out Policy and Procedure. Separate H&S Procedure Manual created.