

Health and Safety Policy

Rainbow Trees Pathway

Reviewed: September 2025

Next Review: September 2026



1. Policy Statement

Rainbow Trees Pathway is committed to maintaining a safe, healthy, and supportive environment for all children, young people, adults, staff, and visitors. This includes ensuring safe practices within our settings, during transport, and when out in the community.

We comply fully with UK health and safety laws including the:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **The Children Act 1989 and 2004**
- **Road Traffic Act 1988** (in relation to vehicle use)
- Relevant local safeguarding procedures

2. Roles and Responsibilities

2.1 Overall Responsibility

The **Director/Registered Manager** holds ultimate responsibility for health and safety.

2.2 Health and Safety Coordinator

Kate Squires

Rainbowtreespathway@gmail.com | 01993 659025

2.3 Data Protection Officer

Jemma Quarterman – Responsible for any incident where data protection is also affected (e.g. personal data loss during travel).

3. Risk Assessment and Safe Working

All activities and environments are risk-assessed, including:

- Daily on-site activities
- Community visits
- Transport in staff vehicles
- One-to-one or small group work
- Use of equipment and materials
- Lone working
- Health and Safety Review policy
- Medication Policy
- Collection permissions

Staff are expected to follow the control measures listed in risk assessments and report any new risks immediately.

4. First Aid and Medical Safety

- A trained **First Aider** is contactable at all times.
- Medical needs, allergies, and emergency plans are recorded and followed
- First aid kits are available on-site and in vehicles
- Medication is administered only with written consent and is logged and stored securely
- Accidents are recorded via tapestry

5. Fire Safety

- Fire drills are held termly
- Fire exits are clearly marked and kept clear
- Fire risk assessments are reviewed annually
- PEEPs (Personal Emergency Evacuation Plans) are in place where required

6. Community and Offsite Visits

When visiting the community (e.g. parks, shops, cafés, leisure centres):

- Pre-visit risk assessments are completed
- Staff-to-person accessing support ratios are maintained based on assessed need
- Staff carry a mobile phone, emergency contacts, and medical supplies (e.g. EpiPens if required)
- A register of attendees is kept, including who is responsible for each individual
- A meeting point and emergency plan is agreed in advance

- All staff are trained to respond calmly to unexpected behaviours or incidents in public spaces

Visits may be postponed if the weather, environment, or staffing levels pose a safety risk.

7. Travelling in Staff Vehicles

Rainbow Trees Pathway occasionally transports persons accessing support in staff-owned or company vehicles. To ensure legal and safe practice:

7.1 Vehicle Requirements

- Vehicles must be roadworthy, MOT compliant, and insured for business use
- Staff must provide proof of insurance and valid driving licence annually
- Vehicles must be clean, well-maintained, and fitted with appropriate seat belts or restraints

7.2 Risk Assessment

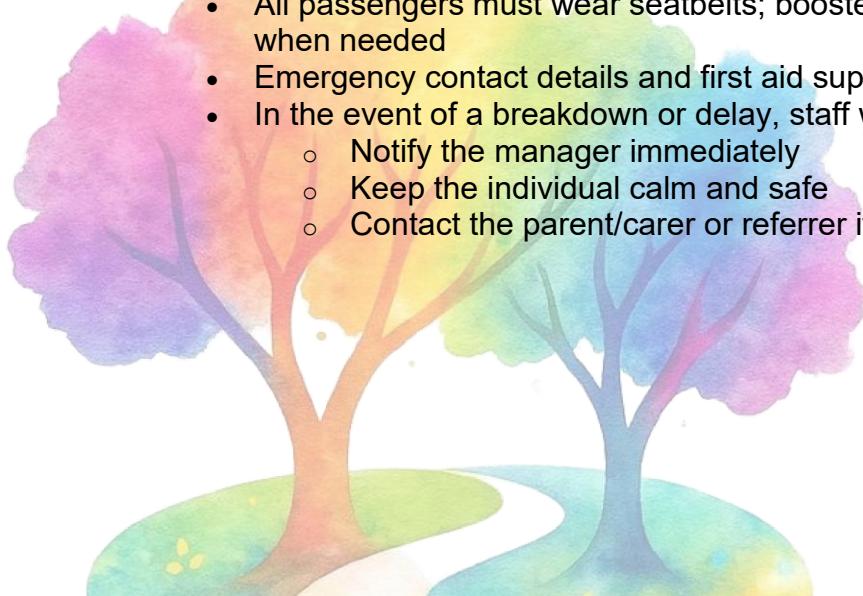
- All transport arrangements are risk assessed
- Risk assessments cover medical needs, behaviours, and journey routes
- Risk levels are reviewed regularly or after any incident

7.3 Consent and Records

- Written parental/carer consent is required for transport
- Records are kept of:
 - Who is travelling
 - Which staff member is responsible
 - Journey time, route, and drop-off/pick-up points

7.4 Behaviour and Safety During Travel

- Staff may only use approved mobile phones for emergencies and must not use phones while driving
- All passengers must wear seatbelts; booster seats or travel aids are used when needed
- Emergency contact details and first aid supplies must be in the vehicle
- In the event of a breakdown or delay, staff will:
 - Notify the manager immediately
 - Keep the individual calm and safe
 - Contact the parent/carer or referrer if necessary



8. Equipment and Premises Safety

We ensure all indoor and outdoor environments are:

- Clean, well-lit, and free from tripping or slipping hazards
- Checked daily for safety issues
- Fitted with age- and needs-appropriate furniture, sensory tools, and learning resources
- Compliant with COSHH and food hygiene regulations

9. Incident Reporting and RIDDOR

All accidents, near misses, or dangerous events are:

- Logged in our Accident/Incident Record Book
- Reported to the manager or DSL immediately
- Investigated and monitored for trends
- Reported to the Health and Safety Executive (HSE) where necessary (e.g. under RIDDOR)

Parents/carers and referring professionals are notified when appropriate.

10. Staff Training and Supervision

All staff receive mandatory training in:

- First aid
- Safeguarding
- Manual handling (if relevant)
- Fire safety
- Managing risk in the community and transport

Training is refreshed annually or as required.

11. Wellbeing and Emotional Safety

We promote emotional and mental wellbeing by:

- Providing supportive environments
- Using trauma-informed and sensory-aware approaches
- Offering quiet spaces
- Making adjustments for anxiety or regulation needs

- Supporting staff wellbeing and preventing burnout

12. Policy Monitoring and Review

This policy is:

- Reviewed annually or after serious incidents
- Monitored by the Health and Safety Lead and Registered Manager
- Shared with all staff, contractors, and volunteers as part of induction

13. Policy Approval

Approved by:

Jemma Quarterman

Role: Founder

Date: 1 Dec 2025

