Four Hills Education Trust

Where Every Step is Shaped with **CARE**

HEALTH AND SAFETY POLICY

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1. Policy Statement

Four Hills Education Trust ("the Trust") is committed to providing a safe and healthy environment for all pupils, staff, visitors, contractors, and others who may be affected by its activities. The Trust will comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the requirements of the Academies Handbook 2025.

2. Governance and Responsibilities

- **Board of Trustees:** Overall responsibility for health and safety across the Trust, ensuring robust systems for compliance, monitoring, and review.
- **CEO:** Responsible for policy implementation and ensuring all schools adhere to requirements.
- **Headteachers/Site Leaders:** Day-to-day management of health and safety, including risk assessment, statutory checks, and incident reporting.
- **All Staff:** Duty to take reasonable care of their own health and safety and that of others, and to cooperate with management in fulfilling statutory obligations.

3. Risk Assessment Procedures

3.1. Purpose

Risk assessments are a fundamental part of the Trust's approach to health and safety. They identify hazards, evaluate risks, and determine appropriate control measures to prevent harm.

3.2. Responsibilities

- Headteacher/site leader ensures risk assessments are carried out, recorded, and reviewed for all activities, areas, and foreseeable risks.
- Trust central team provides oversight, guidance, and periodic audits.
- All staff report hazards and participate in risk assessment processes relevant to their roles.

3.3. Types of Risk Assessments

- **General Site:** Classrooms, playgrounds, offices, communal areas.
- **Activity/Task-Specific:** Science, PE, technology, trips, higher-risk activities.
- **Specialist:** Fire safety, asbestos, water hygiene, manual handling, COSHH, lone working, DSE.
- **Individual:** For staff or pupils with specific medical, behavioural, or SEND needs, including pregnancy and disability.

3.4. Process

1. **Identify Hazards:** Site walk, observe activities, consult staff, review incident records.
2. **Assess Risks:** Who might be harmed and how, considering existing controls. Rate likelihood and severity (Trust risk matrix).
3. **Implement Controls:** Further actions to reduce risk, assign responsibility and timescales.
4. **Record Findings:** Use Trust's standard template, state hazards, risks, controls, responsible persons, review dates.
5. **Communicate:** Share with relevant staff, display key assessments in relevant areas.
6. **Review and Update:** At least termly, after incidents, or significant changes.

3.5. Monitoring and Audit

- Trust central team conducts regular audits of risk assessments and implementation.
- Findings reported to the Board of Trustees.

3.6. Training

- All staff receive risk assessment awareness training at induction and regular refreshers.
- Staff completing assessments receive additional, role-specific training.

3.7. Record Keeping

- Retain all risk assessments for at least three years, readily accessible for inspection.

4. Sample Risk Assessment Template

School/Location:
Assessment Title:
Assessor Name:
Assessment Date:
Review Date:
Activity/Area Assessed:

1. Description of Activity/Area

Provide a brief description of the activity, area, or process being assessed.

2. People at Risk

- ☐ Pupils
- ☐ Staff
- ☐ Visitors
- ☐ Contractors

- ☐ Others (specify):

3. Hazard Identification

Hazard Description	Who Might Be Harmed?	Existing Controls	Risk Rating (L x S)	Further Controls Needed	Action By	Date to Complete

Risk Rating:

- Likelihood (L): 1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost Certain
- Severity (S): 1 = Insignificant, 2 = Minor, 3 = Moderate, 4 = Major, 5 = Catastrophic
- Multiply L x S for overall risk score (e.g., 3 x 4 = 12)

4. Additional Notes

Include any relevant information, e.g., links to related assessments, special considerations for SEND, pregnancy, or medical needs.

5. Communication and Review

- How will this risk assessment be communicated to staff and others?
- Date for next review or after significant change:

6. Sign-Off

Assessor Signature:
Date:
Manager/Headteacher Signature:
Date:

5. Site Security and Maintenance

- Each school must ensure site security audits are completed and documented using the Trust-wide template.
- Maintenance issues (e.g., roof leaks, drainage, asbestos) must be reported to the maintenance provider for timely resolution and escalated to the central team.

6. Incident Reporting

- All incidents, accidents, and near misses must be reported promptly using the Trust's agreed system CPOMS or Forms (depending on severity)
- Incidents meeting RIDDOR criteria will be reported to the HSE as required.

7. Reporting Violent Incidents, Near Misses, and Serious Accidents

7.1. Purpose

Prompt and accurate reporting of all violent incidents, near misses, and accidents (especially those resulting in a hospital visit) is essential for safeguarding staff, pupils, and visitors, and for ensuring compliance with legal obligations.

7.2. Definitions

- **Violent Incident:** Any occurrence where a person is abused, threatened, or assaulted in circumstances relating to their work.
- **Near Miss:** An unplanned event that did not result in injury, illness, or damage, but had the potential to do so.
- **Serious Accident:** Any incident resulting in injury or ill health that requires hospital treatment or is otherwise reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

7.3. Reporting Procedure

- All violent incidents, near misses, and accidents must be reported immediately to the Headteacher or site leader.
- The incident must be recorded using the Trust's agreed reporting system (e.g., CPOMS or electronic incident form).
- For incidents resulting in a hospital visit, the Headteacher/site leader must:
    - Ensure the injured person receives appropriate medical attention.
    - Notify the Trust central team as soon as possible.
    - Complete a detailed incident report within 24 hours.
    - Assess whether the incident is reportable under RIDDOR and, if so, ensure it is reported to the Health and Safety Executive (HSE) within the required timescale.
- Violent incidents must also be logged and, where appropriate, reported to the police and/or local authority.

7.4. Investigation and Follow-Up

- All reported incidents will be investigated by the Headteacher/site leader, with support from the Trust central team as required.
- The purpose of the investigation is to identify root causes, implement corrective actions, and prevent recurrence.
- Outcomes and actions will be recorded and shared with relevant staff.
- Support will be offered to any staff or pupils affected by violent incidents.

7.5. Monitoring and Review

- All incident data will be reviewed termly by the Trust central team and reported to the Board of Trustees.
- Trends and lessons learned will inform risk assessments, staff training, and policy updates.

Note:
Failure to report incidents promptly may result in disciplinary action and could compromise the safety of others and the Trust's legal compliance.

8. Staff Health and Safety Training Requirements

8.1. Premises and Site Staff

- **Working at Height:** Accredited training, refresher every 3 years.
- **Asbestos Awareness:** Training for all likely to disturb building fabric, refresher every 2 years.
- **Fire Safety (Premises):** Annual training on fire prevention, evacuation, and alarm systems.
- **Manual Handling:** Refresher every 3 years.
- **COSHH:** Safe handling of hazardous substances, refresher every 3 years.

8.2. All Staff

- **Fire Safety Awareness:** Annual training, including evacuation and extinguisher use.
- **Safeguarding and Child Protection:** Annual training.
- **Health and Safety Induction:** For all new staff.
- **Display Screen Equipment (DSE):** For regular computer users.

8.3. First Aid Provision

- **First Aiders (Adults):** Minimum 1 per 50 staff, FAW certificate, renewed every 3 years.
- **Paediatric First Aiders:** At least one present at all times in primary/nursery settings, certificate renewed every 3 years.
- **Emergency First Aid:** Additional staff as needed.
- **First Aid Boxes:** Maintained and checked regularly.

8.4. Record Keeping and Monitoring

- All training recorded on the Trust's central training matrix.
- Annual audit by the Trust central team.
- Staff responsible for attending required training and notifying line manager if refresher is due.

9. Sample Training Matrix

Staff Name	Role/ Department	Working at Height	Asbestos Awareness	Fire Safety (Premises)	Fire Safety (All Staff)	Manual Handling	COSHH	First Aid at Work	Paediatric First Aid	Safeguarding	H\&S Induction	DSE	Date Completed	Renewal Due
John Smith	Premises	Yes (01/23)	Yes (01/23)	Yes (01/23)	Yes (01/23)	Yes (01/23)	Yes	No	No	Yes (01/23)	Yes (01/23)	Yes	01/23	01/26
Jane Doe	Teacher	No	No	No	Yes (09/24)	No	No	No	No	Yes (09/24)	Yes (09/24)	Yes	09/24	09/25

Staff Name	Role/ Department	Working at Height	Asbestos Awareness	Fire Safety (Premises)	Fire Safety (All Staff)	Manual Handling	COSHH	First Aid at Work	Paediatric First Aid	Safeguarding	H\&S Induction	DSE	Date Completed	Renewal Due
Lisa Green	Nursery	No	No	No	Yes (09/24)	No	No	No	Yes (09/24)	Yes (09/24)	Yes (09/24)	Yes	09/24	09/27

10. Consultation

- The Trust will consult with staff, trade unions, and other stakeholders on health and safety matters, including policy review and significant changes.

11. Monitoring and Review

- The Board of Trustees will review health and safety performance annually, informed by compliance reports, audits, and incident data.
- The Trust will maintain an internal scrutiny programme as required by the Academies Handbook 2025.

12. Policy Review

- This policy will be reviewed annually by the Board of Trustees or sooner if required by changes in legislation or Trust operations.

13. Contacts

For further information or to report a health and safety concern, contact the Trust central office at:
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Tel: 01952 387640
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