



## HEALTH AND SAFETY STATEMENT OF INTENT

THIS POLICY WAS APPROVED:	SUMMER 2021
THIS POLICY WILL BE REVIEWED:	SUMMER 2022
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF OPERATIONS
THIS POLICY WAS DISTRIBUTED TO:	ACADEMIES LEADERSHIP GROUP

## **Introduction**

This document is a statement of intent by Anglian Learning regarding the organisation and arrangements for ensuring the health and safety at work of its employees, pupils, visitors and contractors, whilst on academy trust premises, on the premises of any Academy under the overall control of Anglian Learning or conducting work elsewhere on behalf of Anglian Learning.

Supplementary to this general statement each Academy will be responsible for developing its own health and safety policy which includes workplace Risk Assessments, clearly defined responsibilities and site specific health and safety procedures. The Board of Directors will delegate responsibilities to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance.

It is the policy of Anglian Learning to ensure, so far as reasonably practicable, the health and safety of its employees, pupils and community who may be affected by their activities, and to comply with the Health and Safety at Work Act 1974 and all other related and relevant legislation as appropriate.

## **Legislation**

Under the Health and Safety at Work Act 1974, the employer in a school, i.e. Anglian Learning, must take reasonable steps to ensure that staff, pupils, and the community are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 requires employers to:

- ✓ Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- ✓ Introduce measures to manage those risks (risk management);
- ✓ Tell their employees about the risks and measures to be taken to manage the risks; and ensure that adequate training is given to employees on health and safety matters.

## **Objectives**

To comply with this legislation, academies within Anglian Learning will endeavor to achieve the following objectives:

- ✓ To set and maintain high standards for health and safety throughout the organisation;
- ✓ To identify risks and set in place programmes to remove, manage, or reduce those risks;
- ✓ To ensure, where reasonably practicable, that contractors working on Anglian Learning's behalf, work to the same high standards of safety as Anglian

Learning themselves;

- ✓ To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- ✓ To develop campaigns etc. to promote and encourage safety and health awareness of employees and others affected by their undertakings;
- ✓ To monitor its operations with regard to health and safety management and achieve continuous health and safety improvement:
- ✓ To ensure that the health and safety of the general public is protected in all academies within the Trust
- ✓ To ensure that adequate consideration is given to the protection of the environment;
- ✓ To ensure that these standards are communicated to all employees, associated company employees and contractors.

### **Communication**

Each academy will have a clear and well communicated chain of responsibility for health and safety matters. The name of the Designated Persons appointed with responsibility for health and safety on each school site or associated premises, will be clearly communicated. The Designated Person with site responsibility, as well as Senior and Middle Leaders, will ensure that any relevant information, to ensure the management and control of risks, is communicated to all staff and visitors. All Anglian Learning employees and associated personnel should familiarise themselves with the Site Health and Safety Arrangements wherever they work.

# Anglian Learning Structure and Responsibilities for Health and Safety

## Anglian Learning Board of Directors

The Trust Board of Directors oversees that the work of the Trust is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation. The board will ensure that:

- ✓ The Trust establishes a health and safety policy and reviews this annually;
- ✓ Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- ✓ Adequate resources are made available for health and safety;
- ✓ Health and safety performance is continually reviewed;
- ✓ Suitable action plans for improving health and safety are developed and implemented;
- ✓ The Health and Safety audit is used to measure the performance of Local Governing bodies and Headteachers against health and safety requirements;
- ✓ Trust health and safety audit programme is implemented and the progress of remedial actions is monitored;
- ✓ On an annual basis, other relevant policies which will be developed by Anglian Learning and mandatory for all its academies.
- ✓ As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Academies in the Trust.
- ✓ The necessary advice, resources and support are available to academy leaders
- ✓ It receives a consolidated annual report from local governing bodies on health and safety statistics, risk management issues, and any other significant health and safety issues together with an action plan, where necessary, for their resolution to the Trust Board

## Role of Director of Operations

On behalf of Anglian Learning and CEO:

- ✓ To ensure the full implementation of Trust-wide Health and Safety policies, challenging and supporting Headteachers to ensure compliance with all relevant legislation.
- ✓ To drive a culture of continuous improvement in health and safety across the Trust.
- ✓ To lead the development and quality assurance of the Trust disaster recovery plan and support Headteachers in the implementation and application.
- ✓ Lead, develop and implement a quality assurance process incorporating inspections and audits, to ensure that all schools are fully compliant with the Trust's Health and Safety Policy and statutory guidelines.
- ✓ Advise, support and train relevant personnel within schools on health and safety.
- ✓ Develop, review and maintain a Trust-wide operational Risk Register, informed by the outcomes of the Trust Health and Safety Quality Assurance process

## **Role of Head of Premises and Operations Primary Hub**

- ✓ To work across the Trust in collaboration with other cross-Trust roles, supporting the Director of Operations in creation and delivery of consistent and efficient practices and services.
- ✓ To liaise and work closely with the Director of Primary Education and the Headteachers of the primary schools to line manage the Site Officer / Caretaker at each primary school within Anglian Learning.
- ✓ To ensure that the primary schools within Anglian Learning comply with statutory inspection and testing.
- ✓ To have overall responsibility for the leadership and management of the facilities at the primary schools, ensuring that they are developed and maintained to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first class resource for the community.
- ✓ To contribute to the success of Anglian Learning by providing outstanding leadership and management of the primary school facilities ensuring efficient and effective running and delivery on their aims and priorities to their stakeholders.
- ✓ Ensure that the primary schools meet all health and safety requirements and that regular review and monitoring is in place, assisted by the relevant Site Officer / Caretaker.
- ✓ Identify risks to the Director of Operations and support the mitigation of those risks.

## **Local Governing Bodies**

Are responsible for:

- ✓ Ensuring that health and safety regulations are followed;
- ✓ Implementing health and safety policies and procedures.
- ✓ Collectively, providing health and safety leadership, explaining expectations and how the organisation and procedures will deliver them at the school
- ✓ Ensuring all relevant local governing body decisions reflect the Trust's health and safety intentions as articulated in the Policy statement
- ✓ Receiving reports from the Headteacher (or their designate) of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- ✓ Being informed by the Headteacher (or their designate) of relevant health and safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- ✓ The Headteacher of each Academy is to appoint a Health and Safety Coordinator for the Academy who will be the designated as the "responsible person" Trust Health and Safety Policy. This person must be competent to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a staff member.
- ✓ Appointing a Governor to maintain, on behalf of the local governing body, oversight of the management of health, safety and welfare of staff and other persons on school premises. The appointed Governor will attend termly

## Health and Safety Committee meetings

### **Academy Headteacher**

All Anglian Learning Headteachers take overall responsibility for the management of health and safety within their Academy and sphere of influence. In particular Headteachers are required to:

- ✓ Ensure adequate resources are available to successfully manage health and safety within their Academy;
- ✓ Ensure implementation of their health and safety policy and procedures;
- ✓ Ensure the development and implementation of an Academy strategy for continuous improvement in health and safety;
- ✓ Ensure development, implementation and review of an Academy specific health and safety policy;
- ✓ Uphold the guiding principles for health and safety and require the same from all members of staff;
- ✓ Ensure development, implementation and review of structures and systems within the Academy to promote management control, co-operation, communication and competence on health and safety matters;
- ✓ Ensure effective proactive and reactive monitoring of health and safety at all management levels;
- ✓ Measure and review Academy performance against key performance indicators, targets and Academy health and safety action plans;
- ✓ Receive reports from the Head of Operations/Site Manager of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues ;
- ✓ Present termly summary reports to the local governing body on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues;
- ✓ Present a consolidated annual report to the Trust on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.

The Headteacher may choose to appoint a competent person to oversee all arrangements for educational visits and Academy journeys. If work experience is undertaken by pupils at the Academy, the Headteacher may choose to appoint a competent person to oversee all work experience arrangements.

### **Distributed Leadership**

Anglian Learning assigns the health and safety responsibilities of additional tiers of management in local health and safety policies. Generally, where a manager or supervisor has an operational responsibility for the organisation or control of any undertaking or activity, he / she also carry the responsibility for doing all within his / her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity. In all cases, this policy requirement reflects the legal duties placed on such persons by the statutory law on health and safety.

### **School Based Trade Union Safety Representatives**

Trade Union Safety Representatives are fully consulted on matters affecting the health

Version 2.

Anglian Learning

Health and Safety Statement of Intent

and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the Health and Safety committees.

## **Employees**

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to Anglian Learning's disciplinary procedures and failure to comply with these would result in disciplinary action. In particular, all employees are required to:

- ✓ Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- ✓ Co-operate with all managers, senior leaders and supervisors on health and safety matters; familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention;
- ✓ Act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
- ✓ Make full and proper use of any personal protective equipment (**PPE**) and clothing provided to them, in accordance with instructions or training received;
- ✓ Report any loss of, or obvious defect in, such **PPE** to their Line Manager;
- ✓ Act responsibly at all times or must not interfere with or misuse anything provided in the interest of health, safety or welfare;
- ✓ Report any accident / incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident / incident involving any member of school community whilst on Anglian Learning premises or affected by Anglian Learning activities, which comes to their attention;
- ✓ Report to their line manager any work situation which they consider to represent a serious and immediate danger to health and safety, or any matter which they consider to represent a shortcoming in current arrangements for health and safety;
- ✓ Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

## **Consultation and Training**

The Board of Directors of Anglian Learning along with the designated personnel of each school under its overall jurisdiction as set out in each individual schools policy, are committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice as required.

## **Policy Review**

The Anglian Learning and individual academy Health and Safety policy and other specific policies in use throughout the organisation will be regularly reviewed and revised as and when necessary, but each year at a minimum.

## **General Arrangements**

The Anglian Learning board of Directors will ensure that there are policies and procedures in place to cover Safeguarding, First Aid, Fire and Emergencies, Accident Reporting, Health and Safety Monitoring, and all associated activities. Anglian Learning utilises a number of software systems including Every, to help comply with Health and Safety, Fire Safety and environmental obligations with a Plan, Do, Check and Act approach. The Trust Board will ensure compliance through monitoring of a Risk Register and Trust level reporting mechanisms in all academies within the Trust.

# ANGLIAN LEARNING HEALTH & SAFETY ORGANISATION CHART

