



HEALTH AND SAFETY STATEMENT OF INTENT

THIS POLICY WAS APPROVED:	JULY 2026
POLICY VERSION:	6.0
THIS POLICY WILL BE REVIEWED:	JULY 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEALTH AND SAFETY ADVISOR
THIS POLICY WAS DISTRIBUTED TO:	SCHOOLS 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 school trust premises, on the premises of any School under the overall control of Anglian Learning or conducting work elsewhere on behalf of Anglian Learning.

Supplementary to this general statement each School 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, schools 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 schools 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 school 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 Schools 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 will be mandatory for all its schools.
- As the employer the Trust reserves the right to conduct periodic health and safety audits and inspections of all Schools in the Trust.
- The necessary advice, resources and support are available to school leaders

Role of Health and Safety Advisor

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 critical incident and business continuity 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 Estates and Operations Manager

- To work across the Trust in collaboration with other cross-Trust roles, collaborating with the Health and Safety Advisor in creation and delivery of consistent and efficient practices and services.
- To liaise and work closely with the Directors of Education and the Headteachers of the primary schools to assist the line management of the Head of Operations / Site Managers at each school within Anglian Learning.
- To ensure that the schools within Anglian Learning comply with statutory inspection and testing.
- To have overall responsibility for the leadership and management of the facilities at the 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 school facilities ensuring efficient and effective running and delivery on their aims and priorities to their stakeholders.
- Ensure that the schools meet all health and safety requirements and that regular review and monitoring is in place, assisted by the relevant Head of Operations / Site Manager.
- Identify risks to the Head of Estates and support the mitigation of those risks.

School Headteacher

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

- Ensure adequate resources are available to successfully manage health and safety within their school;
- Ensure implementation of their health and safety policy and procedures;
- Ensure the development and implementation of their Critical Incident and Business Continuity Plan;
- Ensure the development and implementation of a school strategy for continuous improvement in health and safety;
- Ensure development, implementation and review of a school 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 school 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 school performance against key performance indicators, targets and school 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 Health and Safety Advisor 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 school journeys. If work experience is undertaken by pupils at the school, 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 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.

Policy Review

The Anglian Learning and individual school 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 iAMCompliant, 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 schools within the Trust.

ANGLIAN LEARNING HEALTH & SAFETY ORGANISATION CHART

