Eastern Learning Alliance
Health and Safety Statement

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Eastern Learning Alliance

Health and Safety Statement

Contents

Document Control 2
INTRODUCTION 3
LEGISLATION 3
OBJECTIVES 3
COMMUNICATION 4
ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES FOR HEALTH AND SAFETY 4
CONSULTATION AND TRAINING 6
POLICY REVIEW 6
GENERAL ARRANGEMENTS 6

Document Control

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INTRODUCTION

This policy is a statement of intent by Eastern Learning Alliance (ELA) regarding the organisation and arrangements for ensuring the Health and Safety at work of its employees, pupils, visitors and contractors, whilst on ELA premises, on the premises of any Academy under the overall control of ELA, or conducting work elsewhere on behalf of ELA.

Supplementary to this general statement each Academy will be responsible for developing its own Health & Safety Policy which includes Workplace Risk Assessments, clearly defined responsibilities and Site Specific Health & Safety Procedures. The Board of Trustees will take all reasonable steps 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 ELA to ensure, so far as reasonably practicable, the health, and safety of its employees whilst they are at work, also of others 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. ELA, must 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 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 Eastern Learning Alliance 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 ELA's behalf, work to the same high standards of safety as ELA 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 at 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 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 ELA 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 ELA employees and associated personnel should familiarize themselves with the Site Health & Safety Arrangements wherever they work.

ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES FOR HEALTH AND SAFETY

ELA board of Trustees

The Trustees 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. Trustees will ensure that: -

- 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 appraisal framework is used to measure the performance of Heads of Academies against health and safety targets and objectives;
- Trust health and safety audit programme is implemented and progress of remedial actions is monitored.

Local Governing Bodies

All local governing bodies shall ensure that all the decisions they make are in line with ELA policy and procedures for health and safety and any statutory provisions set out in legislation. This principle is to be borne in mind by all committees and during all contacts with employees and members of the public.

Heads of Academies

All ELA Heads of Academies take overall responsibility for the management of health and safety within their Academy and sphere of influence. In particular Heads of Academies 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 health and safety action plan 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 Assistant Head teachers, senior leaders, supervisors and employees;
- 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;

Assistant/Deputy Head Teachers, Senior Leaders, Managers and Supervisors

ELA assigns the health & 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 ELA undertaking or activity, they also carry the responsibility for doing all within their 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.

Trade Union Safety Representatives

Trade Union Safety Representatives are consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977.

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 ELA's disciplinary procedures. 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;
- not take part in any horseplay or to 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 a non-employee whilst on ELA premises or affected by ELA 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 Trustees of ELA along with the Designated Personnel of each school under its overall jurisdiction, 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 Health & 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 ELA Trustees will ensure that there are arrangements in place to cover Safeguarding, First Aid, Fire and Emergencies, Accident Reporting, Health and Safety Monitoring, Liaison with the Enforcing Authorities, and all associated activities. This includes all Academies within the Trust. It will be dealt with by the monitoring and continual improvement of all health and safety management procedures at all academies within the Trust.