



Health & Safety Governor Role

1. Main responsibilities

General

Understand the governing board's responsibilities under the [Health and Safety at Work etc. Act 1974](#) and '[Health and safety: responsibilities and duties for schools](#)' in relation to the protection of all school staff, pupils, contractors and visitors.

Ensure the appointment of nominated safety representatives who have the appropriate professional experience, training and knowledge of health and safety law and practice, particularly in schools, e.g. fire safety and COSHH, takes place.

Make certain that the legal accountability for health and safety is understood by governors, the headteacher and senior leaders, and that functions are delegated appropriately or retained by the appropriately responsible person or group, e.g. the headteacher or governing board.

Ensure the nominated health and safety representatives are enabled to work independently and with sufficient resources to undertake their role.

Make certain that senior leaders and nominated safety representatives have regard to any guidance from the HSE.

Make certain the school's health and safety culture is well-managed and that it supports and does not hinder pupils' learning and extra-curricular opportunities.

Regularly review the impact of health and safety administration on staff workload and ensure this is addressed where necessary.

Ensure the Health and Safety Policy is reviewed using the following legislation:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Construction (Design and Management) Regulations 2015 (CDM)
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

Also ensure the Health and Safety Policy is reviewed in consideration of any additional guidance including, but not limited to, the following:

- 'Health and safety: responsibilities and duties for schools'
- 'Keeping children safe in education'
- 'Safe storage and disposal of hazardous materials and chemicals'
- 'Sensible health and safety management in schools'

Commit to furthering knowledge, understanding and expertise in relation to health and safety, taking up training opportunities where available.

Ensure the governing board discusses, on a **termly** basis, the school's compliance with health and safety legislation and regulations.

Work with senior leaders to make certain the governing board receives a **termly** update from the appropriate nominated safety officer on the school's compliance with, and arrangements for, health and safety.

Work with senior leaders to make sure that all staff and governors receive appropriate training and support. Ensure steps are taken to identify and meet the training needs of:

- New staff or governors joining the school at the start of the academic year or part-way through.
- Staff members or governors changing roles or taking on additional responsibilities.
- Staff or governors with any individual learning or accessibility needs.

Monitoring

Undertake termly monitoring visits to maintain oversight of the school's health and safety arrangements and awareness of areas of risk, and ensure compliance with the Health and Safety Policy.

Through monitoring visits, gain oversight of health and safety practice and ensure risk management is proportionate, sensible and that staff and pupils are encouraged to manage risks which are a normal part of life.

Ensure the governing board receives a report on the outcome and actions relating to any health and safety audit or inspection undertaken by an external advisor or compliance officer.

Be satisfied that the school's health and safety policies and procedures include:

- The legislation and guidance that the policies and procedures have due regard to.
- Details of the responsibilities of the governing board.
- Details of the responsibilities of the headteacher.
- Details of the responsibilities of the nominated health and safety representatives.
- Details of the responsibilities of other senior or departmental leaders.
- Clarification of staff members' responsibilities for their own health and safety within school.
- Clarification of pupils' responsibilities for their own health and safety within school.
- The arrangements and requirements for construction and maintenance work undertaken on the premises or school site.
- The arrangements for the provision of training for all staff in relation to health and safety.
- A link to other relevant policies, e.g. First Aid Policy or Fire Safety Policy.

- The procedure staff must follow in the event of an emergency, including what action to take if no first aider is immediately available.
- Details of the school's arrangements for evacuation, invacuation or lockdown, or signposts to any relevant policies.
- The procedure for reporting accidents and near misses, including when incidents or accidents must be reported to the HSE and accident investigation.
- The school's approach to monitoring health and safety, including accidents, health, wellbeing and incidents.
- The procedure for welcoming visitors and engaging with contractors.
- The provision and use of PPE, and information regarding any arrangements in relation to the provision of specific clothing required for staff members' role in the school.
- Details of how equipment will be maintained.
- Details regarding arrangements for the use of hazardous materials.
- Procedures for the management of asbestos.
- The arrangements for the management and administration of medications and procedures for supporting staff and pupils with known health conditions and allergies.
- A statement clarifying that the school is a non-smoking premises.
- Details of the arrangements in place for housekeeping, contracted cleaning and waste management.
- Details of the arrangements for infection control or a link to the school's Infection Control Policy.
- Details of the school's procedure for identifying and managing risk, and link to other relevant policies or procedures including the following:
 - Adverse weather
 - Trips and visits
 - Lone working
 - Manual handling
 - Legionella
 - Asbestos
 - Working at heights
 - Display screen and workstation safety
- Details of how site security will be maintained.
- Details of how and when policies and procedures will be monitored and reviewed and by whom.

Communication

Ensure that senior leaders communicate to all staff, governors and volunteers that compliance with health and safety legislation is the responsibility of all; therefore, they need to be aware of who the nominated health and safety officers are, their role, and the in-school health and safety policies and procedures that are relevant to their role.

Ensure the school has clear lines of communication and appropriately shares with parents, staff and pupils, and any relevant external agencies, their rights and the school's responsibilities under the Health and Safety at Work etc. Act 1974.

Ensure that information is only shared on a need-to-know basis and monitor systems to make certain the confidentiality of information is secured.

Liaise with the appropriate senior leaders to ensure that adequate resources are available to enable them to meet their responsibilities with regard to health and safety.

Seek feedback from staff to understand the culture of health and safety embedded within the school and ascertain whether governors and leaders are successful in making staff feel motivated, supported and empowered with regard to health and safety.

Health and safety governor schedule of work

[The following termly actions are suggestions only, based on common practice in schools and annual deadlines, and should be amended to suit your school's circumstances and calendar.]

Action	Completed (tick when complete)	Date
2. Autumn term		
Meet with the relevant member(s) of the SLT to acquire an understanding of any health and safety-related goals within the SDP.		
Ensure the school's Health and Safety Policy is up-to-date and is being followed closely.		
Ensure that staff, external agencies and other relevant stakeholders have been updated on any changes to the Health and Safety Policy and other related policies, e.g. First Aid Policy and COSHH Policy.		
Where required, contribute to the appointment or review of staff with related roles and skillsets, e.g. the health and safety officer.		
Visit the school to monitor and evaluate the effectiveness of current health and safety protocol, including grounds security.		
Ensure the school's Fire Safety Risk Assessment has been reviewed, is up-to-date, and any changes have been communicated to the relevant stakeholders.		

Liaise with the relevant leaders and members of staff to ensure processes are in place to record and monitor the controls in place for the following health and safety risks: • Asbestos • Legionella • Fire • Hazardous substances (in relation to COSHH) • Working at height • Display screen equipment • E-safety • Premises security • Food and kitchen hygiene		
Liaise with the relevant leaders and members of staff to ensure processes are in place to record and monitor the following: • Electrical equipment testing • Premises inspections • Trained first aiders • Accidents and near misses • Fire drills • Alarm testing • Cleaning • Site maintenance • Staff health and safety training		
Meet with the relevant leaders and members of staff to ensure that any remedial actions identified as a result of risk assessments are in place, effective and enforced.		

Ensure related health and safety goals are set and that processes for monitoring these goals and their effectiveness are in place.		
Liaise with the relevant school leaders and governors about the impact of staff training and CPD on health and safety in school, including e-safety where required.		
Liaise with the relevant members of staff to ensure health and safety protocol is in place for educational trips and visits, including any residential visits.		
Ensure there are processes in place for the school to communicate changes to health and safety protocol to staff, parents and pupils.		
Ensure processes are in place for support staff, e.g. TAs, supply staff, external agencies and volunteers to adhere to the school's health and safety protocol.		
Liaise with those responsible for managing the premises, e.g. the site manager, and obtain an understanding of the upkeep of school grounds and buildings and how this is monitored.		
Ensure that the termly health and safety report is completed, reviewed and acted upon, where necessary.		
Monitor accident and near-miss data for pupils, staff (including staff from external agencies) and visitors.		
Review the impact of health and safety administration on staff workload.		

3. Spring term		
Where required, visit the school to monitor and evaluate the current effectiveness of health and safety provision and procedures.		
[During the coronavirus pandemic] Ensure the school's Coronavirus (COVID-19) Risk Assessment has been reviewed, is up-to-date, and any changes have been communicated to the relevant stakeholders.		
Monitor the effectiveness of premises condition data and its collection.		
Monitor the school's attainment towards health and safety-related goals and review the effectiveness of goal setting.		
Liaise with the relevant school leaders and governors about the impact of staff training and CPD on health and safety in school, including e-safety where required.		
Meet with the relevant leaders and members of staff to ensure that any remedial actions identified as a result of risk assessments are in place, effective and enforced.		
Meet with the relevant members of staff, e.g. SBM, and/or any relevant committees, e.g. finance committee, to monitor the value for money on resources relating to maintaining health and safety.		
Monitor the effectiveness of training for support staff, e.g. TAs, supply staff and volunteers to adhere to the school's health and safety protocol.		
Ensure that the <u>termly</u> health and safety report is completed, reviewed and acted upon, where necessary.		

Monitor accidents and incidents data for pupils, staff and visitors.		
Review the impact of health and safety administration on staff workload.		
4. Summer term		
Meet with the relevant members of staff to discuss the effectiveness of current health and safety monitoring protocol and obtain their views and recommendations. This could include, but is not restricted to, the identification and monitoring of: • Asbestos • Legionella • Fire • Hazardous substances (in relation to COSHH) • Working at height • Display screen equipment risks • E-safety • Premises security • Food and kitchen hygiene • Electrical equipment testing • Premises inspections • Trained first aiders with up-to-date qualifications • Accidents and near misses • Fire drills • Alarm testing • Cleaning • Site maintenance • Staff health and safety training		

Meet with the relevant members of the SLT to share conclusions on the effectiveness of current health and safety protocol, related targets and outstanding issues, and make recommendations for next year's SDP.		
Meet with the relevant school leaders, e.g. SBM, to monitor the value for money on resources relating to maintaining health and safety.		
Ensure processes are in place for the school's Health and Safety Policy to be reviewed.		
Where required, visit the school to monitor and evaluate the current impact of health and safety protocol.		
Meet with the relevant leaders and members of staff to ensure that any remedial actions identified as a result of risk assessments are in place, effective and enforced.		
Monitor the effectiveness of premises condition data and its collection.		
Monitor the effectiveness of staff training and CPD on implementing health and safety protocol.		
Monitor accidents and incidents data for pupils, staff and visitors.		
Review the impact of health and safety administration on staff workload.		
Ensure that the termly health and safety report is completed, reviewed and acted upon, where necessary.		