



Designated Governor for Health & Safety: Role Description

Governance includes the monitoring and effectiveness of health and safety issues. Legal responsibility for overseeing health & safety in our schools lies with Greensand Multi-Academy Trust (the Trust) as the employer. Health and safety duties extend to people in addition to those in employment in the Trust, such as pupils, contractors, visitors and members of the public. The Trust Board must be certain that all schools within the Trust are meeting their legal responsibilities.

Every school within the Trust should have a Designated Governor for Health & Safety nominated by the School Committee.

As the Designated Governor for Health & Safety, you will have a deeper understanding and monitor health & safety in detail at your school. You will be the link person between the School Committee and the school.

N.B. The role of Designated Governor for Health & Safety is strategic. You will not be expected to carry out health & safety checks or inspections, but instead hold school leaders to account for completing them.

As part of your role, you will:

- ❖ Work closely with senior staff to support health & safety, monitor implementation of the Trust's Health & Safety Policy and provide challenge as appropriate;
- ❖ Attend & participate in the termly Health & Safety visits at the school (which may include a site walk) with the School Business Manager and the Trust's Finance & Operations Director (FOD) or Trust Estates & Contracts Manager & report back to your School Committee following each visit;
- ❖ Seek assurance during the termly meetings that risk assessments are up-to-date, any risks are mitigated and dealt with appropriately and that staff know where to find them;
- ❖ Liaise with the Headteacher to ensure accidents are investigated and steps are taken to avoid them happening again;
- ❖ Monitor how staff assess and follow up on any identified health & safety issues;
- ❖ Check that any health & safety issues raised by your School Development Plan are being addressed and moved forward (e.g. installation of new playground equipment);
- ❖ Attend any relevant training for health and safety link governors. *(Note: There are courses specifically for Health & Safety Governors on The Key).*

*Please see the sample questions for health & safety visits at **Appendix A**.*

It is also your role to help raise awareness of health & safety issues at School Committee meetings and to give up-to-date information on issues and developments within the school. You will regularly report to your School Committee on the monitoring work carried out, ensuring that the Committee:

- ❖ Is up-to-date about issues related to health & safety;
- ❖ Asks challenging questions & holds senior leaders to account on health & safety at the school & follows up on any actions related to health & safety;
- ❖ Receives confirmation that the school is following the Trust's Health & Safety Policy;
- ❖ Receives a termly report (usually prepared by the SBM) on incidents and near misses at the school and looks for any patterns which could cause concern;
- ❖ Checks that school staff receive relevant information from school management about health and safety and that there is a process to inform them of any changes;
- ❖ Can be confident that school staff receive relevant and adequate health and safety training.

Approved: February 2023

Reviewed: March 2024

Next review date: March 2025

Appendix A – Sample questions for Health & Safety Designated Governor visits & School Committee meetings

1. Does the Health & Safety Policy cover all arrangements and clearly outline responsibilities to ensure a positive health and safety culture within the school?
2. How do you make sure we remain compliant regarding health and safety?
3. How are you mitigating risks and hazards? E.g. those relating to health & safety that feature in the school's risk register.
4. What risk assessments do you have in place and are they up-to-date? How do you know they are fit for purpose?
5. Are you assessing all significant risks for any high risk activities which are undertaken in your school? (e.g. P.E., science, food technology, design & technology). How?
6. Do you risk assess for your off site activities, e.g. theatre trips, residential trips?
7. What accident reporting systems do you have in place? Are they effective? How do you know?
8. How are accidents investigated and by whom?
9. How do staff assess and follow up on any identified health & safety issues?
10. Have you identified any patterns with health & safety incidents across the school and, if so, how have they been addressed?
11. Have any specific health & safety issues been raised by pupils, parents or staff? If so, how are they being addressed?
12. What's the allocated budget for health and safety spending in the school? (i.e. does the school have a spending plan in place rather than addressing health & safety issues as and when they arise?)
13. Have you followed up/completed the actions raised within the last health & safety audit/review?
14. Are your staff suitably trained in health & safety and to undertake health and safety tasks, e.g. COSHH (Control of Substances Hazardous to Health), Fire, Working at Height, Asbestos, Legionella, Manual Handling, First Aid? Do they feel confident implementing the necessary control measures in their working environments? How do you know?
15. Are all health & safety checks e.g. COSHH, electrical testing, Fire, Working at Height, Asbestos, Legionella, Manual Handling, First Aid up-to-date?
16. Are you monitoring the condition of the asbestos on your site?
17. Are you implementing the remedial actions identified within your fire risk assessment?
18. How do you keep up-to-date with the latest recommendations on health and safety from the Department for Education (DfE) and the local authority (where appropriate)? How do you make sure these recommendations are implemented?
19. How are health & safety updates and changes communicated to/shared with staff?
20. If appointing contractors, do you undertake appropriate vetting to ensure health and safety competence when carrying out your planned works. e.g. Asbestos, Legionella, Fire, Working at Height?
21. When was the school's last fire drill undertaken?
22. When did you last report to the School Committee on e.g. accident statistics and results of health & safety checks?