

## Health and Safety - Guidance Notes Only

You should always refer, consult and seek specific guidance/support from your Head Teacher, Chair and Schools Health and Safety Provider

It would be easy to feel overwhelmed by the long list of responsibilities listed in committee booklets, which are delegated to members of the Health and Safety Committee.

Ideally, members of this committee will have a background and/or experience in some aspect of health and safety but this is a bonus rather than a necessity.

As always, what is most important is that governors are clear about their role and that that they are willing to challenge anything that might put children, staff, parents, visitors at risk.

Different governing bodies will operate in different ways but given the scope of responsibilities, one strategy is for the tasks to be divided up between the committee members. This would involve members visiting school, liaising with the business manager, premise manager or other staff members to review documents and to conduct visual inspections. Each member would then report back at the committee meeting, providing a brief summary and any supporting evidence on their allocated responsibilities.

Generally and this is not an exhaustive list, the health and safety committee will report on:

- Accident statistics
- Review behaviour and attendance
- Asbestos
- Caretaking and cleaning contractors
- Fire log book
- Fire risk assessment
- H&S audit and other inspection reports – *review and monitor*
- Health and safety self-monitoring return
- Health and safety policy – *review annually*
- All other related health and safety policies
- Health and safety training
- Offsite activities
- Planned building works
- Premise managers log book
- Ensuring compliance with PAT testing, annual gas service, glazing risk assessment, ladder log, playground equipment and gym inspection, lifting equipment, legionella risk assessment and relevant checks.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances
- Risk assessments – *ensure up to date and regularly reviewed*
- Health and safety tours of the school - *regular inspections recommended This will include all areas of the school including playgrounds and gym equipment.*
- School Central Safety Committee Minutes – *review and share as appropriate*

Will you share best practice with your colleagues?

How does your committee operate?

How do you ensure that you school is compliant and safe?

Do you have any questions or concerns about your role?