

Roberttown CE (vc) J&I School Governor School Visit Record

Name: Adele Bunch

Date: 2 February 2021

Purpose of visit:

Initial meeting to discuss health and safety (H&S) and my role going forwards in helping the school to maintain high standards.

Structure/Timetable of the visit:

In line with the key responsibilities for H&S governors, the meeting concentrated on the areas as outlined below:

- The H&S policy has been agreed by the governing body and is being implemented.
- The policy is regularly reviewed and revised.
- A H&S audit is carried out at the specified intervals.
- Risk assessments are carried out and up-to-date records are kept.
- Fire and emergency procedures and testing are carried out.
- Systems are in place to communicate with staff, pupils, parents and visitors on matters relating to H&S.
- Appropriate records are kept on site.
- Termly reports on H&S are given to governing body meetings.
- The annual H&S return to the LA is prepared and presented to the governing body and returned to the LA on time.
- First aid arrangements meet regulations.
- Accidents are recorded and reported appropriately.
- Potential accidents are followed up.
- Training is kept up to date.
- Testing of portable electrical equipment is carried out.
- H&S concerns are reported to the LA.
- Self-financed projects are reported to the LA before commencement.
- School trips are organised according to LA policy.
- The Premises Asbestos Management Plan (PAMP) is used where appropriate and in line with the LA's policy.

Key Staff to see:		
Position	Name	
Head Teacher	Mrs SL Smith	
Key questions/issues for governors to explore:		
How does the school manage, monitor and evaluate H&S, in line with legal requirements and the Local Authority policy.		

<p>Governor's Observations/Evaluation</p> <p>The virtual meeting with head teacher Mrs Laycock- Smith was an initial discussion on how the school ensures health and safety in line with the LA policy. When possible, this will be followed up by a site visit and further discussions with other health and safety reps, namely Suzanne Goodall and Jane Malone.</p> <p>The call was structured around the key responsibilities of governors as outlined above and it is evident that the school has strong and robust practices in place to ensure H&S is in continual focus. Termly reports are issued to the resources committee and the H&S policy has recently been reviewed and agreed by the governing body.</p> <p>Staff meetings at the beginning of each week focus on any incidents, issues and learning with H&S embedded as a common feature of each discussion.</p> <p>The H&S policy is reviewed annually and circulated to all staff via the electronic staff room. The policy is also returned to the local authority.</p> <p>Any accidents or incidents are reported, acted upon with a continual learning cycle for improvement in place. Accidents are recorded on the LA incident recording system and parents receive paper copies of accidents, via the child. Staff accidents/incidents are also recorded with measures put in place.</p> <p>The school building is simply laid out, which poses reduced H&S risk to staff and pupils (i.e. no stairs). We discussed fire and emergency, including the process for building evacuation, staff responsibilities (each for their own class) and fire drill practice which takes place termly. We also discussed school threats/lockdown and the schools 'notify system' which allows timely communications to be sent between staff, with mechanisms to alert colleagues if necessary, should any threat be posed.</p> <p>Not all staff are first aid trained however a significant number are. Having looked at the last termly report, 15 staff are paediatric first aid at work/trained in first aid. Breakfast and after school clubs are staffed with someone who is first aid trained and this applies to lunchtime and the normal school day.</p> <p>Pat testing takes place on portable electricals every 18 months by the local authority. Other routine inspections take place at regular intervals, all a feature of termly reports.</p> <p>The school does have some asbestos and we discussed how this is currently monitored, reviewed, how the asbestos is encapsulated, the regular training undertaken by staff, how asbestos understanding is a feature within all staff induction and the use of air tests to keep a monitor on levels.</p>

Mrs L-Smith also touched on the external cladding, some in need of repair which is being considered in terms of costs and logistics.

We also discussed educational trips and Mrs L-Smith advised staff are EVC trained, ensuring H&S obligations are fulfilled. Evolve is used to assess the suitability of trips. The school doesn't have a minibus.

We finally discussed the lateral COVID-19 flow testing and what is in place should a positive test be identified i.e., bubbles in isolation. These tests are currently carried out twice a week by all staff and a positive result would result in that teacher and class isolating in adherence with the government guidelines.

Culture observed in the school

I would reflect that there is a clearly a culture of consideration and ongoing learning for H&S within Roberttown J&I school. It is evident the safety of children and staff is a key focus for Mrs L-Smith and leads within school.

Any Key Issues Arising for the Governing Body:

N/A

Action Following Governing Body Meeting:

Site visit when possible and further discussions with other health and safety leads. Fire practice visit.

Signed: Adele Bunch.....Governor