

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

<b>Name:</b> Adele Bunch	<b>Date:</b> 15 June 2021	
<b>Purpose of visit:</b>  Face to face meeting within school with headteacher Mrs SL Smith to follow up initial virtual discussion on 2 February 2021 regarding health and safety (H&S). Visit was to familiarise myself as H&S link governor with the layout of the school and help to support the school to maintain high H&S standards.		
<b>Structure/Timetable of the visit:</b>  Meeting took place at 4pm. Was asked to sign in using digital system.  In line with the key responsibilities for H&S governors, the meeting broadly revisited some of the areas as outlined in my previous report including: <ul style="list-style-type: none"> <li>• The policy is regularly reviewed and revised.</li> <li>• A H&amp;S audit is carried out at the specified intervals.</li> <li>• Risk assessments are carried out and up-to-date records are kept.</li> <li>• Fire and emergency procedures and testing are carried out.</li> <li>• Systems are in place to communicate with staff, pupils, parents and visitors on matters relating to H&amp;S.</li> <li>• Appropriate records are kept on site.</li> <li>• Accidents are recorded and reported appropriately.</li> <li>• Potential accidents are followed up.</li> <li>• Testing of portable electrical equipment is carried out.</li> <li>• The Premises Asbestos Management Plan (PAMP) is used where appropriate and in line with the LA's policy.</li> </ul>		
<b>Key Staff to see:</b>		
<b>Position</b>	<b>Name</b>	
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?

### **Governor's Observations/Evaluation**

Mrs Smith and I discussed the role of the previous H&S link governor and where I could add additional value. There is no official checklist to use when carrying out H&S site visits but Mrs Smith did helpfully provide the *NGA Questions for governing boards to ask: health and safety* which we worked through.

Mrs Smith provided a thorough tour of the school, bungalow, boiler room and grounds highlighting improvements underway/in pipeline such as new smart boards, new boiler and areas for follow-up, such as lifted ceiling tiles, any line marking, external cladding, windows yet to be replaced and the need for a new heating system. Areas of the school are only accessible via locked doors which were locked at time of entry. Within the boiler room Mrs Smith noted a cover which was on the floor. This part of the visit took approximately 40 minutes.

A routine fire drill took place whilst on site where staff and students followed procedures. As a fire warden myself I was impressed with the calm, safe speed of exit of staff and students during the drill including how the children conducted themselves during line up.

Whilst walking around the classrooms Mrs Smith mentioned a new SEND starter arriving in the Autumn and additional safety measures which will need to be put in place to ensure the child safely remains in school. The safety of the child is clearly a key priority for Mrs Smith and her staff.

We discussed current staffing pressures within school, sickness absence and the knock-on impact this has on wider staffing. It is clear Mrs Smith considers the wellbeing of her staff whilst managing the challenges of sickness absence.

We discussed the range of sports clubs and activities the school offers children, low uptake in some areas and how wider participation could be encouraged and increased. This is something to discuss at a future Governing Board meeting.

Mrs Smith highlighted the School Food Standards which we agreed I will table for discussion at a future Governing Board meeting.

We also re-visited 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 at the time of visit.

**Culture observed in the school**

My visit enforced that there is a clearly a strong 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 all staff within the school.

**Any Key Issues Arising for the Governing Body:**

N/A

**Action Following Governing Body Meeting:**

After school activities and food standards to be discussed at future meetings.

**Signed: Adele Bunch.....Governor**