

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

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| Name: Cathy Scott | Date: Monday 27 th February 2023 |
| Purpose of visit: In person visit to school focussing on the role of the Health and Safety Governor – introductory visit | |
| Structure/Timetable of the visit: Met with Mrs Smith and Mrs Malone (Business Manager) Walk around the grounds with Mrs Malone | |
| Key questions/issues/key priorities to explore: Understanding how H&S is managed on a day to day basis | |

I met with the Head and Business Manager and we discussed the role of the link H&S Governor using 'The Key' role description.

We went through each line in detail of the role discussed how the school managed it such as H&S audits by the Head and Business Manager, risk assessments, communication with staff, pupils and visitors, record keeping and H&S reports for Governors.

- 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.
- 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.

A discussion was held regarding:

- Additional security measures for the school grounds taken after review
- Impact of the current caretaker vacancy on workload in the school office

From the discussion it was that the school carefully considers the safety of the pupils at all times.

Following the discussion, I walked around the external site and Mrs Malone talked through her responsibilities and actions with regards to perimeter checking, outside facilities and grounds.

After this meeting I attending an online Kirklees H&S awareness training (14th March) and have further actions to follow up on my next visit.

Culture observed in the school

The school are clearly focussed and dedicated to ensuring a safe and compliant environment for all staff, pupils and visitors.

Any Key Issues Arising for the Governing Body

All Governors should ask questions in meetings around the H&S report that is produced to ensure challenge is given which will in turn provide secure answers.

Action Following Governing Body Meeting:

My next visit will be to look at the Kirklees Business Solutions H&S audit (highlighted at a training session) and follow up a specific area in more detail in school, plus Lockdown Policy and Invacuation procedures.

Signed: Cathy Scott