



Full Governing Body Paper – HEALTH AND SAFETY Update Report	
From: Mr Dan Knight	Date: 03 October 2024
Date of meeting: Wednesday 9 th October 2024	Agenda Item No.
Aim of paper: For the Governing body to be updated as part of their monitoring of the implementation of the school's health and safety policies and procedures and compliance with the Health and Safety at Work. Act 1974.	
Action required: For the Governing body to review and note the report.	
Strategic Objective: Operational Plan 2024 - 25	

Introduction

the governing board has responsibility for the oversight of the school's compliance with the Act and other health and safety guidance.

Background

This table covers some of the health and safety quality assurance that Governors will want to monitor.

Significant renovation in the Kitchen and the completion of the additional learning areas for SEND pupils have been incorporated into the Health and Safety oversight of the school. This increased workload during the works and is ongoing as there are increased locations for all Health and Safety provisions.

Key updates for Governors

Question	Comments	Action being taken
Whole school		
Is there a compliant Health and Safety Policy in place?	Yes. In place and available to all staff	Next review due: November 2024
Legal compliance: locations of the 'Health and Safety Law, what you should know' poster .	Staff room Kitchen	New ones being bought to replace

Question	Comments	Action being taken
		old/tatty displayed version
Are all policies relevant to health and safety up-to-date and compliant?	Annual Health and Safety Audit confirmed necessary policies in place.	
Are the following relevant records kept and are they up-to-date?	Fire equipment testing log = yes Risk assessments = yes COSHH assessments and information sheets = yes Five-year gas soundness and electrical fixed wiring and appliance testing = yes Hot and cold water testing = weekly by site staff (Mr Knight = DK) + monthly by contractor (IWS) Legionella assessment and monitoring = contractor check log + weekly testing by DK	
Have health and safety appointed representatives been appointed?	Link Governor ? Note: Although it is not compulsory to appoint a named governor for this role, delegating this role to a suitably knowledgeable and skilled member of the governing board can assist governors to maintain strategic oversight of compliance with the Act	
Staff training to carry out responsibilities for Health and Safety	Teachers: classroom safety checks and hazard perception training Site staff = courses	Caretaker team training review: Courses may need refreshing
Have all staff, governors and volunteers received adequate training, including for specific activities their role may require, e.g. working at heights or manual handling?	DK and CS recent manual handling	
Are there adequate arrangements in place to ensure staff who are new to the school, have a new role, or have taken on additional responsibilities, receive adequate training?		
How many staff are trained in first aid and emergency first aid?	First Aid training in place	Certificated training being run on next school

Question	Comments	Action being taken
		closure day 25 th October 2024
	school leaders ensure a culture is embedded where the school's health and safety arrangements support and do not hinder pupils' learning.	
Governors and SLT		
Reporting line	there a clear reporting line between those with responsibility for the implementation of the Health and Safety Policy and the headteacher and governing body	
How does the governing board maintain oversight of the implementation of the Health and Safety Policy and associated policies, ensuring compliance with the Health and Safety at Work etc. Act 1974?		
Governance: ensuring compliance	Update reports (such as this one) provide information on how those with delegated responsibilities for health and safety are taking actions and meeting compliance requirements.	
The management of health and safety		
accidents and near misses	Accident book in office. Incidents requiring actions since last Governing Body : Incident near gate = action : new warning signage.	
Are there any outstanding actions from any external inspections or audits? What are these and when will they be completed?	Nothing outstanding	
Are there any outstanding actions from internal inspections or audits? What are these and when will they be completed?	No outstanding actions from last Audit.	
assessing risks for off-site activities and visits	We have a named educational visits co-ordinator Deon McKenzie. All visits must have risk assessments	
What arrangements are in place for the monitoring of asbestos?	There is a Book to tell contractors where it is. It is all encased. Yearly visit to inspect that it has not been disturbed	
When was the last fire evacuation drill undertaken? What learning was identified from this drill?	Full fire drill : 11 September 2024: Time for evacuation: 2 mins 33 seconds	

Question	Comments	Action being taken
When was the last lockdown drill undertaken? What learning was identified from this drill?	Not done this term.	To be considered: Sounds like fire alarm?
Staff and pupils		
Staff	staff members made aware of the school's responsibility for their health and safety whilst at work. Health and Safety updates are a standing agenda item for Friday staff briefings.	
Have all key-holders received training on the appropriate procedures to follow in the event of an incident or issue occurring outside of school hours, including when lone working?	Key-holder can explain procedure (activated at town hall.) (school has bought into the Council security service)	
Lone working	staff aware of lone working procedures, including before and after school hours, weekends and school holidays.	
Raising concern or reporting an accident	senior leaders ensure staff and pupils are kept up-to-date with any changes to the school's Health and Safety Policy and procedures	