Lead Health & Safety Governor – Role and Record of Actions

1. **Role description and key responsibilities**

As the Governor responsible for Premises you will ensure that the governing body fulfil its responsibilities in respect of all premises elated issues by ensuring that Dee Point:

* has all effective Health & Safety Procedures in place
* is accessing appropriate training for staff linked to specific Health & Safety related issues
* has procedures for the annual Health & Safety review
* sits on the Safeguarding Committee

1. **Skills, knowledge and training required**

* Be familiar with all relevant school policies, particularly
  + Health & Safety (inc Risk Assessments)
  + Critical Incidents Procedure
  + Supporting Pupils with Medical Conditions
  + All Premises Management policies and procedures
* Attend all relevant CWAC Governor training linked to Health & Safety

1. **Key deliverables and actions taken against them**

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| **Detail of deliverable** | **Frequency** | **Expected Evidence** |
| Ensure all school policies relating to Health & Safety are reviewed annually by the Full Governing Body or responsible committee including those policies named above. | ANNUAL | Minuted at FGM |
| Meet with the member of staff responsible for Health & Safety to carry out an audit to ensure there is a robust system for recording, storing and reviewing of Health & Safety in line with the annual inspection guidelines. | TERMLY | Governor Minutes |
| Ensure that at least one Governor and specific staff have undertaken appropriate training linked to Health & Safety. | ANNUAL | Governor Log |
| Make arrangements for supporting pupils with medical conditions, including making sure that the school has a policy on this. | ANNUAL | Governor Minutes |
| Complete an Asset Management Plan | ANNUAL | Governor Minutes |

Governor Visit Report

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| **Name** | **Date** |
| **Focus of visit** (link to individual governor role / school development plan) | |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch etc. | |
| **What have I learned as a result of my visit?** (relate this back to focus of visit) | |
| **Aspects I would like clarified/ questions that I have:** | |
| **Actions for the governing body to consider:** | |

Key contact in school: Dave Rimington ([dave.rimington@deepointprimary.cheshire.sch.uk](mailto:dave.rimington@deepointprimary.cheshire.sch.uk))

Di Luff ([diane.luff@deepointprimary.cheshire.sch.uk](mailto:diane.luff@deepointprimary.cheshire.sch.uk))