**Health and Safety Checklist/Audit Work for Governors  
2020 - 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Guidance and frequency** |  |  |
| Required | | | Date of audit/check/monitoring by a governor |
|  | | |  |
| In place? | | |
| 1. Health and Safety Policy | Does the school have a Health and Safety policy in place that has:   * been reviewed and signed within the last three years by the Headteacher and Governing body * and shared with all staff. |  | September |
| 1. Site inspection | Is at least one member of the Governing body involved in one or more of the termly site inspections/walk rounds on an annual basis.  Complete inspection assessment form  Areas to include:-  Kitchens  Grounds  Internal building External building |  | December |
| 1. Health and Safety resources and provision | Is H&S discussed and minuted in the Governing body’s regular meeting (either as part of the full Governing body or a separate committee/group)? |  | Resource Committee Agenda x 5 per year |
| Recommended | | |  |
| 1. Accident trend monitoring | Regular checks/reports from the school reviewed by the Governing body of the number, type and location of incidents at the school to look for patterns/trends. |  | December  By HT and H&S Governor |
| 1. Fire Management Review | The school has a duty to review the Fire Manual and their fire arrangements annually. As part of this a document in the fire manual – Fire Management Review – should be completed and retained each year. CSHST would recommend that the Governors review this annually as part of their strategic and holding leaders to account role. |  | March  By HT and H&S Governor |
| 1. Web Monitoring Form | Governor/s reviewing the submitted termly H&S Web Monitoring form. |  | Termly By school staff and Resources Committee |
| Checks | | |  |
| 1. Statement of Intent | Is a copy of the Council/Trust/Academy/Church/ Foundation H&S statement of intent displayed for staff? |  | On going |
| 1. H&S Law Poster | Is a copy of the HSE’s “What you should know” poster displayed for staff, with the details for the H&S contacts completed? |  | On going |
| 1. First Aid | Does the school have a recorded First Aid Needs Assessment in place? |  | June |
| 1. Training | Make relevant checks to review whether staff have undertaken relevant H&S training. |  | July |
|  | Discussion with Site Manager to discuss:   * Training * COSHH * Legionella * Asbestos * Contractor visits |  | February |
|  |  |  |  |
|  |  |  |  |