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

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| **Item** | **Guidance and frequency** |  |  |
| Required  | Date of audit/check/monitoring by a governor |
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| 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 formAreas to include:-KitchensGroundsInternal buildingExternal 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. |  | MarchBy HT and H&S Governor |
| 1. Web Monitoring Form
 | Governor/s reviewing the submitted termly H&S Web Monitoring form. |  | TermlyBy 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 |
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