



GOVERNORS SITES/HEALTH AND SAFETY

Overview

The School Business Manager and the Site Manager have the responsibility for inspecting the site on a rolling programme and reporting to the Governors Personal Development, Behaviour and Welfare Committee meeting on the risk assessments they have made. They will also investigate any matters relating to site and health and safety that are reported to them by staff. They will also investigate any accidents to staff, visitors, contractors or pupils that they feel the Governors should be aware of and a report will be presented to the Committee.

Roles

The School Business Manager has the delegated responsibility for health & safety matters arising in school. She will convene inspections and investigations with the Site Manager. The School Business Manager will ensure their findings are reported to the Governors serving on the Committee. These reports will be available for each committee meeting.

The Governor who has responsibility for Sites/Health and Safety is the Vice Chair of Governors. The Chair of Governors has delegated this to a Health and Safety Governor, who reports to the main governing body.

The reports serve to keep governors informed and updated. Where appropriate, site meetings can form part of the meeting. The Governors will be able to see which items require their direct and full attention and which items have already been successfully dealt with. The School Business Manager is invited to attend the meeting to offer any points of information.

Personal Development, Behaviour and Welfare Meetings are held during the first half of term. Sites Health and Safety matters are minuted at the meetings and copies, along with risk assessments and their action plans, are kept in a file in the School Business Managers Office.

The Committee make recommendations to the full governing body each term where appropriate outcomes can influence the School Improvement & Development Plan.

Signed..........

Dated.....01/05/2018.....Date of next review Spring 2019

