

**Terms of Reference for the nominated Health & Safety governor as adopted by full governors at their meeting on 19<sup>th</sup> September 2016.**

**Watcombe Primary School**  
Nominated Health & Safety governor

***The primary purpose of the nominated health & safety governor is to take a lead in ensuring that the legal requirements for health & safety are complied with and that good practice informs all work relating to matters arising from health & Safety and premises.***

***Quorum:***

One nominated governor

***Meetings:***

The governor shall visit the school at least once a term or as otherwise required by the F&P committee in order to monitor measures relating to health and safety.

***Terms of Reference:***

1. To provide guidance and assistance to the headteacher and Governing body in all matters relating to health and safety.
2. To review and report to F&P committee on relevant matters concerning health and safety (see timetable below);

***Autumn term:***

- *Review smoke-free environment policy and signage*
- *Review security policy and carry out risk assessment*
- *Review education visits and sample risk assessments*
- *Review health and safety accident analysis and actions*
- *Carry out health and safety premises audit*

***Spring term:***

- *Ensure school has reviewed and updated:*
  - *Healthy eating*
  - *Asbestos awareness plan*
  - *Fire policy*
- *Review health and safety accident analysis and actions*
- *Carry out fire safety audit and ensure testing of devices is completed.*
- *Ensure PAT testing, Gas safety certificate and water hygiene testing is up to date*

***Summer term:***

- *Review health and safety policy (subject to LA change) to include risk assessments, accident procedures, safe working and COSHH*

- *Review health and safety accident analysis and actions*
- *Ensure school has reviewed and updated:*
  - *Business continuity plan*
  - *Display screen policy*
  - *First aid*
  - *Loan worker*
  - *Violent, threatening and aggressive behavior*
- *Carry out health and safety premises audit*