

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*