

Report of Governor Monitoring Visit

Date	30 th October and 2 nd November 2018
Focus of Visit	Health and Safety Audit
Personnel present	Sherryl Cousins (H&S Auditor, Cousins Safety) Nickie Moore (HT) Peter Loughran (Site Officer) Jackie Turner (Office Manager) Neil Donoghue (Chair of Site& Buildings Committee) Penny Conway (CoG) (30 th October only)
Purpose of Visit	To gain a better understanding of the effectiveness of Health and Safety policies and procedures and to determine which areas were in need of review
Background	N Moore took up the post of Head Teacher on 1 st September 2018 – her first post in Cambridgeshire. She wanted to undertake an audit of current practice and procedures in order to provide a baseline for work going forward.
Summary of visit	N Donoghue accompanied S Cousins as she carried out a thorough review of the premises from a health and safety perspective and an audit of all relevant policies, procedures, training and documentation. This included talking with members of staff with responsibilities in this area specifically the Head, the Site Officer and the Office Manager. S Cousins produced a comprehensive report following the audit which detailed her findings and included an action plan to address those areas judged as needing improvement (these were prioritised to indicate those that should be addressed more urgently).
Findings	These areas to be addressed can be summarised as follow: a. Clarity of Individual Responsibility. The school H&S policy does not specifically allocate responsibility to named personnel/posts. For example, the post of Educational Visits Coordinator, formerly held by the Head was, apparently, not subject to handover on change of post holder. Others, eg Managing Medication co-ordinator is not specified in the H&S policy although it is detailed in a separate Supporting Pupils with Medical Needs policy.

	<p>b. Risk Assessments. With the exception of the Site Officer's activity's Risk Assessments (RAs) which have been recently reviewed, the Auditor found little in the way of RAs for general and curriculum activities. RAs have been carried out by individual members of staff but there has been no central repository for these. This needs a more systematic approach.</p> <p>c. Training. A general deficiency was found in H&S training for all staff; including formal courses, toolbox talks and staff induction. The Auditor recommended that staff regularly undertake update/refresher training.</p> <p>d. Maintenance documentation. Building management documentation was found to be held in a disorganised manner with a number of disparate volumes and files. Consequently auditing was difficult and routine checking of emergency lighting, asbestos checks, water temperatures, fire alarms and doors and others could not be positively confirmed.</p> <p>The Head has already made changes to address some of the issues identified:</p> <p>a. One of the Deputy Heads has been appointed as the staff H&S lead.</p> <p>b. Responsibilities have been assigned to specific posts so everyone is clear about their own and others' responsibilities.</p> <p>c. Procedures put in place so that other users of the premises are aware of their responsibilities and whom they should approach with any questions or concerns they may have.</p> <p>d. A list of routine checking and maintenance tasks is being compiled to ensure all statutory duties and recommended actions are carried out on a regular basis and that this is properly recorded.</p> <p>e. The Site Officer has been given dedicated office space which is already assisting with keeping maintenance reports and other documentation in order.</p>
Feedback to Governing Body	<p>All Governors were sent a copy of the Health and Safety Audit Report when it was published in November 2018. It will be considered at the Site & Buildings Committee meeting on 28th January 2019. It is recommended that the Head, Deputy Head, Site Officer and Chair S&B work through this document, updates about progress being given to the FGB at every meeting.</p>