



Governor Monitoring Visit to Discuss the School's Overall Health & Safety Strategy

Preface

I would like to thank Jon and Karen for their time, and their openness and positivity during the meeting. We were able to cover all the questions raised and agreed a number of actions to move issues forward.



Monitoring Visit

Name and role of governor(s)	Jeremy Thorne – Health & Safety link Governor
Name and role of staff member(s)	Jon Bacon (Head Teacher), Karen Dixson (SBM)
Date and time of visit	10.30 to 12.00 on the 21 st April 2021
Type of Visit	Teams meeting
Purpose of visit	To discuss the school's overall Health & Safety strategy
Relevant school objective or priority if relevant	N/A
Objective(s) for the visit	Inform governors about the Health & Safety strategy in place at Shelton Junior School
Document, Data and Policies referenced as part of this visit	<ul style="list-style-type: none"> • School and Derby City Council (DCC) Policies – Health & Safety Policy, Premises Management Policy, Risk Assessment Policy (DCC owned and issued policy), Positive Handling Policy, Moving and Handling Policy. • Health & Safety Termly Reports • 'Checks and Testing' Audit documentation
Summary of visit activities	Teams meeting with HT and SBM
Key questions to explore	<p>Agreed agenda areas for the meeting.</p> <ul style="list-style-type: none"> • Policy review. See Appendix 1 • Data/evidence review – responses to questions • AOB. <p><u>Key Questions identified ahead of the meeting</u></p> <ul style="list-style-type: none"> - Initial agreement is required regarding the frequency of formal meetings, the annual accident / incident review, and how more routine surveillance will be achieved. - <u>Current status</u> – Currently the SBM has weekly reviews with her Team, which includes the Site Manager, that provides a forum for raising low level issues. A formal review is held between the SBM and Site Manager on a half termly basis. The SBM and Head Teacher have weekly meetings that provide a forum for raising low level issues and jointly perform termly 'Safety Walks' around the school. The output from these reviews and 'Safety Walks' forms the basis for the SBM's termly report to Governors on Health & Safety issues. The school has 'bought in to' the DCC Health & Safety Package that highlights Health & Safety related audits / inspections that are to be carried out and they take



	<p>the lead in these. The written reports from these audits / inspections are shared with the Governors at the next Full Governor Meeting following the event and will be touched on in these Health & Safety Link Governor reviews as required. Any significant Health & Safety incident that require reporting to the Health & Safety Executive through the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) process will involve the Chair of Governors and will obviously be highlighted to the Governing Body.</p> <ul style="list-style-type: none">- <u>Future plan</u> – it was agreed that there should be a formal annual Health & Safety Link Governor review, and that this should be scheduled after the completion of the Budget setting cycle. It is an agreed action to add this review to the schedule of Link Governor reviews.-- Q1. Where will I find the Local Authority Health and Safety related Policies including the Risk Assessment Policy? (I have searched the internet but without finding a specific document)- Ans. It is believed that the DCC policies are accessed via a ‘client portal’ and it maybe that Governors do not have access permissions to it. It is an agreed action that this would be investigated and reported back on.-- Q2. Do we display the Health and Safety Law posters in school?- Ans. Yes – they are displayed in the school entrance near the school office, and near the Site Manager’s office.-- Q3. In what forums do the Staff and Children discuss Health & Safety and their responsibilities?- Ans. The weekly Staff Meetings present the forum for the Staff to discuss Health & Safety issues, with the ability to highlight any arising issues via Teams messaging. The Children are introduced to Health & Safety and their responsibilities through the broader curriculum activities such as PHSE, through the Shelton Superpowers and Head Teacher assemblies – they learn about respect and to care for others.-- Q4. What Health and Safety related audits are carried out at school and at what frequency?- Ans. These are held in the Premises Management Policy. The school has ‘bought in to’ the DCC Health & Safety package which offers a ‘client portal’ highlighting audit and certification requirements and a diary where these can be scheduled. The resulting documentation is shared with the Governors.-
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	<ul style="list-style-type: none"> - Q5. How do we know what audits are required? - Ans. As highlighted in the answer to Q4, this comes as part of DCC package. - - Q6. What schedule and register of training is there? - Ans. Certain training for specific members of school staff is covered by the DCC package, but the school have chosen to offer wider training opportunities to the staff by purchasing an e-learning package through an organisation called iHASCO. The scheduling of training to be undertaken and the recording of training completed is planned to be via the INTEGRIS management system and will be managed by the SBM. It is an agreed action that a review of this data should be added to the agenda of next year's Health & Safety Link Governor review. - - Q7. What reviews of HS&E incidents are performed? - it is suggested the Link Governor should be involved in an annual review. - Ans. From past experience incidents requiring reporting to the Health & Safety Executive using the RIDDOR process are very unlikely, but by their nature will receive the focus they require and will consequently be discussed at Governing Body meetings and the annual Health & Safety Link Governor review. Lower level issues will be addressed appropriately reviewed on an adhoc basis, highlighted in the SBM's termly report to Governors and where appropriate discussed during the annual Health & Safety Link Governor reviews. - - Q8. What standard Health & Safety risk assessments are done and how often are they reviewed? Annually? - Ans. Health & Safety risk assessments are routinely carried when a member of staff becomes pregnant or returns to work after a prolonged absence related to workplace stress, for changes in operation – like the use of new play equipment, for external visits and more recently for operating the school during the COVID pandemic. They are kept under review and updated for as long as any given situation demands. These risk assessments are carried out using templates from DCC package or the Key, whichever is more applicable. - - Q9. I can remember talking to the Site Manager in the summer about COSHH and how he was reviewing previous practise. Is this something the Site Manager owns and manages? Is there a dedicated cabinet? Are the cleaning staff involved with this?
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	<ul style="list-style-type: none"> - Ans. There is a dedicated lockable cabinet in the Site Managers office. The majority of its contents are likely to be cleaning products and solvent based paints. All product specific documentation will be kept in this cabinet. The required inventory of what is held in the cabinet needs to be reviewed. This is an agreed action from this meeting. The SBM is responsible for this, but it will be managed by the Site Manager. - - Q10. Where have we got to with Asbestos in school? There was an issue with potentially some under the sink in the staff room that I think turned out to be untrue, but do we still have some? - Ans. All asbestos in school is covered by the 'Asbestos Register' which is kept in the 'RED BOX' (explained in the answer to Q13) in the school office and made available to anyone likely to be working on the fabric of the school buildings. It is a requirement that at least 2 people in school have had asbestos training. Going forward this will be maintained through the e-learning package with iHASCO. - - Q11. The Health & Safety Policy states that we will record all incidents of verbal abuse on the accident / incident report form - is this the case? Or is it through CPOMS? - Ans. This is no longer the case as such incidents are covered by the Behaviour Policy and Safeguarding Policy. The Health & Safety Policy needs to be updated. This is an agreed action. - - Q12. Is the inventory of access equipment up to date? And, when was the last 'written' check made? - Ans. The inventory of access equipment needs to be reviewed. This is an agreed action from this meeting. - - Q13. Where will I find the 'Critical incident / emergency plan?' - Ans. This is held in the 'RED BOX' in the school office. The 'RED BOX' contains all the relevant documentation that would need to be made available to the emergency services should their attendance be required. The contents conform with DCC policy requirements and use DCC supplied templates. It is an agreed action from this review that the Emergency Plan will be added to documents covered by this review, highlighted in Appendix 1. - - Q14. When was the last reportable accident / health & safety incident? What was it? - Ans. There has not been a reportable accident / incident in the school's recent history.
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	<ul style="list-style-type: none">- Q15. Does the school have a Health & Safety Committee? When did it last meet?- Ans. The school does not have a formal committee as there is no requirement to have one. All Health & Safety issues are managed by the Head, SBM and Site Manager.-- Q16. Does the school have a nominated Health & Safety Representative?- Ans. The SBM effectively performs this role.-- Q17. Who maintains the school's training records?- Ans. As previously stated, the SBM.
	<p><u>Notable Questions asked at the meeting not covered elsewhere</u></p> <ul style="list-style-type: none">- As part of the work ahead of this review I identified a discrepancy in the intervals highlighted in the Health & Safety Policy and the Premises Management Policy for the checking of the Fire Doors. It is an agreed action that the Premises Management Policy will be updated.- The response to Q11 and the item immediately above gave rise to a discussion regarding the administering of <u>minor</u> changes to school Policies between the scheduled formal reviews. It was agreed that as this is an operational issue and because a lot of the policies are on the school website and therefore constitute live / working documents the Head Teacher should be able to make minor changes if they are captured on the revision sheet in each policy. These would then be acknowledged in the next official review. It is an agreed action from this meeting that myself and Jon should table this as a proposal for agreeing and minuting at the next Full Governor Meeting in May.- The school have adopted the use of a proforma from the Key to carry out periodic Health & Safety in school audits in support of the termly Safety Walks performed by the Head Teacher and SBM. It is an agreed action that these should be used as part of the source data for next year's Health & Safety Link Governor review.



What is the school doing within this area of focus?

- Moving to the use of INTEGRIS for the management and recording of Staff training.
- Improving the rigour with which Health & Safety related topics are managed.

How do you know the school's actions are having an impact?

There are more visible signs of processes being put in place to manage and address Health & Safety issues.

What successes stood out and why?

The continuing stand out success for me is Jon and Karen's positivity despite the amount of work still to do to achieve the goal of being rated as an outstanding school.

Questions and clarifications to follow up with the headteacher or chair of governors.

- Add an annual Health & Safety Link Governor review to the Governing Body review Schedule. The proposed timing should be for it to occur after the Budget setting is complete – Action – J Thorne.
- Review access to the DCC Health & Safety related Policies including the Risk Assessment Policy and confirm how the Link Governor might get sight of them – Action – Karen.
- Add the review of training records from INTEGRIS to the agenda of this review in 2022 – Action – J Thorne
- Review and validate the inventory of COSHH related products – Karen.
- Remove the reference to reporting incidents of verbal abuse as Health & Safety issues from the Health & Safety Policy – Jon.
- Review / update the inventory of access equipment – Karen.
- Add the Emergency Plan to documents covered by this review – Action – Jeremy.
- Update the Premise Management Policy with respect to the interval for checking the Fire Doors to bring it in line with the Health & Safety Policy – Action – Jon.
- Table proposal for making minor changes to school Policies and the next FGM – Jeremy.
- Add a review of the Health & Safety audit proforma taken from the Key to the source data for this review next year – Jeremy.



Impact assessment

I think we all agreed that this had been a worthwhile review as it had highlighted some issues to be addressed, but also made us realise that progress was being made.



Appendix 1

Policy	Last Reviewed	Review Cycle	Next Review
Health & Safety Policy	January 2021	Annually	January 2022
Premises Management Policy	March 2021	Recommended Annually	March 2022
Risk Assessment Policy (DCC Policy)	N/A	N/A	N/A
Positive Handling Policy		Annually	Summer 1 2021
Moving and Handling Policy		Annually	Summer 2 2021