



## Governor Monitoring

Name of Governor(s): Andrew Baxter

Date: 14th June 2018

Please use the template below to structure your visit. Please contact Suzanne Ashton or Nicola Bunday with some proposed dates for visits, an outline of what you would like to find out and how you would like to gather evidence. (If you require to speak to children or staff, we need time to organise this.)

| Focus                      | Effectiveness of the Leadership and Management in school (health & safety)   | How might I monitor this?<br>Where would I find evidence?   | Outcomes   |
|----------------------------|--|---|--|
| <b>Health &amp; Safety</b> | <p>Ensure the health, safety of all pupils, staff, contractors and visitors</p> <p>Ensure compliance with all statutory requirements in relation to health and safety and fire protection.</p> | <ul style="list-style-type: none"> <li>➤ Meeting with Business Manager</li> <li>➤ Meeting with Site Supervisor</li> <li>➤ Tour of Premises</li> </ul> | <p><b>14<sup>th</sup> June 2018</b></p> <p>Meeting with Business Manager</p> <ul style="list-style-type: none"> <li>• Latest Local Authority Health &amp; Safety Audit action points all attended to and up to date;</li> <li>• Filing and administration system for Health, Safety and Fire documentation now fully in place and readily accessible.</li> </ul> |
|                            |  | <ul style="list-style-type: none"> <li>➤</li> </ul>   | <p>Meeting with Site Supervisor</p> <ul style="list-style-type: none"> <li>• Regular (and 'surprise') fire alarm tests</li> </ul>  |

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|-------------------------|--|---|--|
|                         |  |   | <p>and evacuations undertaken,</p> <ul style="list-style-type: none"> <li>• Very clear procedures for contractors' working arrangements e.g. not during school hours.</li> <li>• Has clear authority to challenge staff, contractors and others regarding health and safety issues and uses this authority effectively.</li> <li>• Ongoing improvements to heating system, CCTV, forest school area, cleaning contracts and sinking drains are well managed with appropriate health and safety consideration being given.</li> </ul> |
|                         |  | ➤ | <p>Tour of Premises</p> <ul style="list-style-type: none"> <li>• Corridors, classrooms, hall and ancillary rooms were all in good general order.</li> <li>• Sinking drains are an ongoing issue regarding potential trips and falls</li> <li>• High level cladding is due to be replaced as major works</li> <li>• Forest School Area is due to be revamped</li> <li>• Outdoor year 6 areas were being used for activities</li> </ul>  |
| <b>Overall comments</b> | <p>The health and safety environment within school is well managed with any issues being dealt with promptly. Administration of health and safety is well managed with documentation filed correctly. Ongoing improvement works and major works are being well managed within this positive framework.</p> |   |  |

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|---------------------------|---|
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| <b>Actions/Next Steps</b> | Forest schools have a higher risk of minor injuries and less common injuries such as burns from stoves or fires. I would recommend that as plans for the forest school proceed the school management team ensure that relevant training is provided and risk assessments are developed. On my next school visit I will monitor progress in this area. |

Please submit this written report to Suzanne Ashton and Gillian Fennel.