



## *Role description: Health and Safety*

<b>Name of appointed person:</b>	Incumbent from 2020-July 2024
<b>Area of responsibility:</b>	<ul style="list-style-type: none"><li>■ Ensure school must have an updated health and safety policy in place. Department for Education (DfE) non-statutory health and safety (H&amp;S) guidance sets out what the policy should contain.</li><li>■ Keep the governing board informed for oversight of health and safety at a strategic level.</li><li>■ Note - Day to day responsibility for health and safety lies with school/trust leaders and staff. This includes operational activity such as health and safety inspections of school premises.</li></ul>
<b>Generic Duties and responsibilities:</b>	<p><i>Specific responsibilities and expectations for the role; likely to include (but not limited to):</i></p> <ul style="list-style-type: none"><li>■ <i>build productive working relationships and establish regular contact with relevant staff, while having due regard to their work-life balance</i></li><li>■ <i>ensure necessary H&amp;S policies and procedures are in place and monitor and evaluate the effectiveness of their implementation</i></li><li>■ <i>arrange focused visits, based on strategic H&amp;S priorities, to the school(s) – normally one visit each term, following an agreed visits protocol</i></li><li>■ <i>report back to the governing board and Finance &amp; Resources Committee following monitoring visits or discussions with staff by writing a report in the template provided.</i></li><li>■ <i>be well informed and prepared ahead of meetings with staff or the board by reading relevant information, such as policies and data.</i></li><li>■ <i>Attend H&amp;S committee meeting each term. Provide notice to committee chair in advance where possible or after if advance notice is not possible for emergencies if you cannot attend. Nonattendance to 2 meetings in a year unless approved by the committee Chair will be subject to review by Chair and Vice Chair/s of Trustee Board</i></li><li>■ <i>keep the governing board fully informed about issues and actions in the assigned area.</i></li><li>■ <i>participate in personal development to improve skills and knowledge</i></li></ul> <p><i>Carefully consider how the board will maintain oversight of the area and how the link governor/trustee will feed back to the governing board.</i></p>

<b>Specific Duties and responsibilities:</b>	<b><i>Keeping Health and safety oversight:</i></b> <ul style="list-style-type: none"> <li>● <i>Ensuring that the school's health and safety policy is proportionate, compliant and reflects the context.</i></li> <li>● <i>Seeking assurance that procedures set out in the policy are being followed and staff access suitable CPD where required.</i></li> <li>● <i>Maintaining effective risk management</i></li> <li>● <i>Ensuring that direction from the relevant authority or legal employer is being followed (such as from the local authority, academy trust or diocese).</i></li> <li>● <i>Evaluating reports from school/trust leaders, including data on accidents or near misses.</i></li> <li>● <i>Monitoring the outcomes of independent health and safety audits and inspections (e.g. Fire Risk Assessments), ensuring that any identified areas for improvement are acted on.</i></li> </ul>
<b>Key staff contacts:</b>	Business Director (Rachel McLennan), Facilities Manager (Neil Blackman), Members of H&S Committee
<b>Development and training expectations:</b>	<ul style="list-style-type: none"> <li>● <i>Compliance - Health and Safety</i></li> <li>● <i>Other Mandatory Training as needed</i></li> </ul>
<b>Role review date:</b>	<i>Summer Term FGB.</i>

**Note to all Trustees:**

Link roles do not remove the board’s collective responsibility. The governing board should ensure that any area assigned to a link governor/trustee is covered on the agenda of full governing board and committee meetings as appropriate, so that all members of the governing board remain informed of the key issues, strategy outcomes and areas for development, and participate in any relevant decision making.