

# Role Profile – Health & Safety

School:



## Your Roles & Responsibilities

The link governor/advisor for health and safety will:

- Make sure the health and safety policy is up to date, complies with legislation, meets best practice and reflects the school's circumstances
- Make sure that staff know where to find the school's risk assessments and that these are up to date and carried out for all the relevant areas
- Seek assurance that risk assessments are up to scratch, and any risks are mitigated and dealt with appropriately
- Check the school's record of incidents and near misses to look for any patterns which could cause concern
- Make sure accidents are investigated and steps are taken to avoid them happening again
- Monitor how staff are managing health and safety by carrying out an audit of procedures once a year
- Make sure the school has an emergency plan
- Check that school staff receive relevant information from school management about health and safety and that there's a process to inform them of changes
- Check that school staff receive relevant and adequate health and safety training
- Make sure that names and work locations of first aiders and first aid boxes are displayed through the school
- Make sure all appropriate health and safety checks are carried out (for example, fire alarm tests)
- Attend any relevant training for health and safety link governors
- Report back to the governing board about health and safety issues and developments
- The link governor will not conduct any health and safety checks themselves.



## Key Contacts

Name:	
Role:	
Contact details:	
Name:	
Role:	
Contact details:	

## Reporting Requirements

School Monitoring Visits to prepare report – arrange visit with the school	January May September
Monitoring Visit report – School Committee	February June October
Monitoring Visit report – FGB	July

## Documents you might need

Monitoring Visit Report	 Visit Report -blank.doc
FGB Paper Cover Sheet	 FGB%20Papers%20-%20Cover%20Sheet.c

## Relevant Training Links

[Governor Knowledge – Health & Safety Course](#)

## Relevant Guidance

[DFE Guidance](#)

Any other relevant information