



## Health and Safety Monitoring Procedure

### Objectives

To ensure the school continues to comply with County Council and national Health and Safety requirements through monitoring Health and Safety.

### Implementation

Regular monitoring of Health and Safety is undertaken at all levels within the school community.

- Staff: responsible for monitoring their own safe working practices and reporting of accidents, incidents and near misses, Health/ Safety and Safeguarding is included as a separate agenda item at weekly staff meetings
- Head Teacher (HT): leads staff meeting briefings; weekly School News updates from OCC and direct email alerts from the Health and Safety Team at OCC provide information about changes to requirements and guidelines; information passed onto Health and Safety Governor (HSG) as appropriate and training organised if necessary
- School Office Administrator (SOA): works with head teacher to ensure monitoring is carried out efficiently, responsible for allocated monitoring tasks; monitors training requirements
- Teaching Assistants (TAs): nominated teaching assistants responsible for allocated monitoring tasks
- Governors: Health/ Safety and Safeguarding is included as a separate agenda item at FGB and Committee meetings; there is a named HSG and a named Safeguarding Governor
- Walkround: twice a year Health and Safety walkround is undertaken by HT or SOA and HSG or other nominated governor
- Health and Safety Reviews
  - termly minuted meeting attended by the HT and HSG to review
    - progress on Health and Safety action plan,
    - outstanding actions identified on walkrounds
    - implications of new requirements
  - annual Health and Safety monitoring audit carried out by OCC
  - annual monitoring reviews of all policies carried out by FGB to ensure that they comply with statutory guidance and OCC requirements

### Timetable

- Weekly: Staff Meetings
- Termly (6 times a year): FGB Meetings and Resources Committee Meetings
- Termly (6 times a year): Health and Safety Reviews
- 2 times a year: Health and Safety Walkrounds
- Annual Health and Safety Monitoring Audit
- Annual monitoring review of policies