



To: Heads of all Educational Establishments  
Cc's: Governors/Management Committees  
Trade Union Safety Representatives  
Employee Noticeboards  
Education Intranet

June 2004



## **GOVERNORS - YOUR RESPONSIBILITIES FOR HEALTH AND SAFETY**

These are common questions asked by school governors.

Q What are the health and safety duties?	Q <u>Arrangements:</u> Are clear procedures in place to identify and control risk?
Q Who has health and safety responsibilities in schools? Refer to Teachernet: <a href="http://www.teachernet.gov.uk">http://www.teachernet.gov.uk</a>	Q <u>Measure:</u> How does the school management check that it follows the policy?
Q In County Community and Voluntary controlled schools: does the LEA clearly define who is responsible for health and safety?	Q What else will governors need to know?  Q Which reports should governors make themselves?
Q Can we see the Directorate for Learning & Culture and school health and safety policies?	Q What sort of decisions will be required?
Q <u>Organisation:</u> Who is responsible for doing what at our school?	Q What help can governors expect in making decisions?

Health and Safety Commission (HSC Guidance) entitled *"Health & Safety Guidance for School Governors and Members of School Boards"* HSC ISBNB 0-7176-1298-8, is written specifically for school governors and answers these and other questions of concern to governors. It gives practical guidance on what governors should know and do to ensure that the school is being run in a safe way and without risk(s) to health.

- Ensure that Health and Safety is a standing item on every Governors meetings and that;
- All health and safety concerns must be documented and be actioned.

Refer to the Model Part III Policy when developing your Educational Establishment's individual policy on Health & Safety: <http://education.oxfordshire.gov.uk/healthsafe/123/part.pdf> and to the publication: *"A Guide to the Law for School Governors"*, DfES



**For Further Information and Advice:**

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