# Health and safety monitoring checklist

The following checklist has been developed for governing boards to monitor and identify areas for improvement with regards to health and safety policy and practice. The list is not exhaustive and may require amendment to reflect your school’s needs and priorities.

This checklist is for those governing in single schools, including:

* academy committees (local governing bodies) within a multi academy trust who have been delegated health and safety oversight – delegation arrangements will be detailed in your trust’s [scheme of delegation](https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Academy-trusts/Scheme-of-delegation.aspx)
* single academy trusts
* schools within a federation

It is recommended that the checklist is completed and reviewed on an annual basis (usually at committee level). Items on the list may be used to inform discussions with school leaders and the focus of [visits to the school](https://www.nga.org.uk/Knowledge-Centre/Good-governance/Effective-governance/Monitoring-and-evaluation/NGA-Guidance-on-school-visits.aspx) throughout the year.

This checklist draws on:

* Department for Education (DfE) guidance on [Health and safety: responsibilities and duties for schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools)
* Health and Safety Executive (HSE) guidance on [Leading health and safety at work](https://www.hse.gov.uk/leadership/)
* Southwark Schools H&S Information Portal - [Assure - Portal](https://app.uk.sheassure.net/southwarkcouncil/p/0JK24A7D12/documents)

|  |  |  |  |
| --- | --- | --- | --- |
| Monitoring area | Yes/No | Comments | Proposed actions |
| Policy and planning |  |  |  |
| Does the school have an appropriate [health and safety policy](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#elements-of-a-health-and-safety-policy) in place that is reviewed annually? Model Policy for Southwark schools available on *Assure* |  |  |  |
| Is there a plan detailing what the school would do and their response in the event of an emergency?  (Refer to DfE [emergency planning guidance](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)) |  |  |  |
| Health and safety practice |  |  |  |
| Has the school appointed, or arranged support from, a competent person(s) with the necessary skills, knowledge and experience to give sensible guidance about managing health and safety risks? |  |  |  |
| Is a system in place to [assess risks](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#assessing-and-managing-risks) and implement proportionate control measures? |  |  |  |
| If the school maintains a risk register, are significant health and safety risks recorded along with control measures? |  |  |  |
| Is there provision in the budget for health and safety training and any services required? |  |  |  |
| Do staff receive information and training about health and safety? (Such as assessing risk, dealing with emergencies and reporting accidents.) |  |  |  |
| Is there routine reporting of health and safety matters to the board that includes accidents, incidents, identified trends and actions taken? |  |  |  |
| Is staff health and safety training reported to the board? |  |  |  |
| Are the findings of external health and safety audits reported to the board and acted upon?  Are you aware of any outstanding action on *Assure?* |  |  |  |