

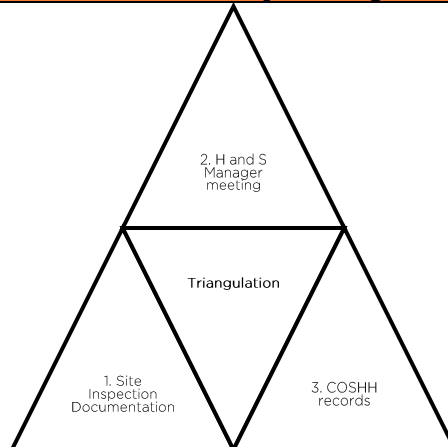
Rucstall Primary School  
Governing Body questions to be used in conjunction with the  
Health and Safety Monitoring Plan 2024 – 2025



Matters to be reviewed across the academic year:

Areas for Review	Frequency of Review	Last reviewed	Date of Review
Audit of risk assessments and policies (ask Site Manager and DHT, refer to policy for accuracy in responses)	As required within FGB Biannually review linked action	Autumn 2023	Autumn 2025
Regular review of near miss and accidents	Half-termly (HT Reports - FGB)	Autumn 2022	Ongoing FGB meetings
Audit of accident and injury records inc. near misses (ask Site Manager and DHT, refer to policy for accuracy in responses)	Annually	Autumn 2022	Autumn 2025
Evaluation of violent incident records (ask HT and refer to policy for accuracy in responses)	Biannually		Reporting in FGB meetings
Audit of Fire Folder and Lockdown Evacuations (ask Site Manager and refer to policy for accuracy in responses)	Annually	Spring 2024	Spring 2025
Audit of COSHH File (ask Site Manager and refer to example COSHH assessment)	Biannually		Autumn 2024
<i>Health and Safety audit – follow provided documentation</i>	<i>Biannually</i>		
Audit of Legionella records	Biannually	Autumn 2022	Spring 2025
Audit of Site Inspection and grounds records	Annually	Autumn 2023	Autumn 2024
Audit of educational visit arrangements – EVOLVE (ask EVC refer to policy for accuracy in responses) Inclusive of EVOSA audit - follow provided documentation	Annually (EVOSA – Biannually)	Summer 2023	Summer 2025
Actions following Termly H&S Reporting to HCC	Annually	Summer 2024	Summer 2025
Actions following annual Science Inspection Reporting	Biannually	Summer 2024	Summer 2026
Actions following annual Design and Technology Inspection Reporting	Biannually	Summer 2023	Summer 2025

Autumn Term: Health and Safety Triangulation (Site safety)



**Review:**

1. Audit of COSHH record keeping
2. Review of Site inspection and grounds records

**Questions for H&S Manager and Site Team:**

COSHH Record Keeping

1. Is the COSHH record keeping up-to-date?
2. Are all staff aware of what products might be hazardous if children could easily access them?

Site inspection and grounds records

1. How do you ensure that the site inspections are fit for purpose?
2. What priorities have been identified for improving/maintaining site safety over the coming year?
3. Is Rucstall a place where everyone considers site safety a high priority, and how is this demonstrated?
4. How do you use the site inspections to make the school a safer place for children?
5. How do you engage the children with making the school a safer place to be?

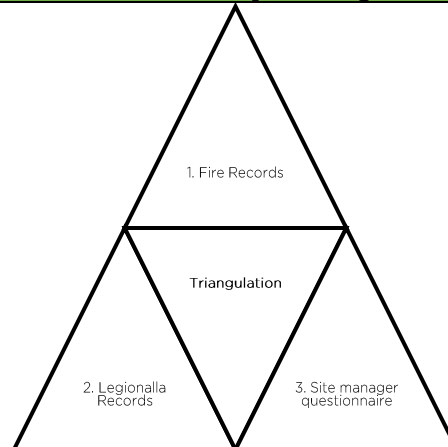
Risk Assessments and Policies

**Staff Questionnaire:**

*Two members of staff, ideally 1 x teaching staff and 1 x support staff to be asked:*

1. Do you know to ensure that hazardous products are kept securely away from children?
2. How are concerns about the safety or security of the site and grounds reported?
3. Do you feel that your concerns about safety on site are dealt with promptly when reported?
4. How would you deal with an unknown person on site?

Spring Term: Health and Safety Triangulation (Fire Safety)



**Review:**

1. Audit of Legionella record keeping
2. Fire testing and inspection records

**Audit and Questions for H&S Manager:**

Legionella Records

Dip Sample of inspection records

1. Are maintenance staff aware of the legionella record keeping?
2. How do you ensure that all taps are flushed after holidays or extended periods of closure?
3. What checks to responsible managers take to ensure the work of nominated persons?

Fire Safety and lockdown

Dip sample of record folder

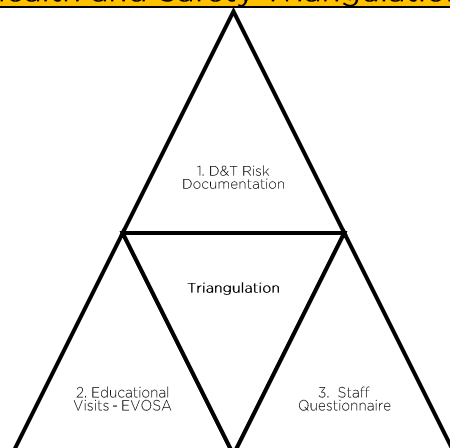
Check on staff training matrix

1. How do you ensure that children and staff consider fire safety a priority?
2. How are lockdown procedures communicated to staff?
3. How do you ensure that procedures are kept up-to-date and in-line with current best practice and guidance from HCC?
4. What was varied on the most recent fire evacuation drill?

Questions for site manager:

1. What actions are taken half-termly relating to Legionella management?
2. What responsibilities do you have with regards to fire safety? And how do you ensure these?

Summer Term: Health and Safety Triangulation (EVOSA + D&T)



**Review:**

1. Annual review of any outstanding actions from termly H&S reporting to HCC
  - a. Is there anything specific that the governing body needs to be aware of?
  - b. Have there been / what are the financial implications of any actions arising from the termly reporting?
  - c. Have any risk assessments or processes changed as a result of any reporting?
2. Bi-Annual review of Design and Technology Inspection Reporting  
*Review of D&T Risk Assessments and reporting*
  - a. What has changed as a result of any D&T Accident/Near Miss/Safety Observation reporting? (If no changes, why?)
  - b. Have there been any changes to D&T processes which governors should be aware of?
  - c. How do you continue to ensure enriched learning through varied D&T opportunities whilst also keeping the children safe?

**Questions for H&S Manager:**

EVOLVE

*To include review of any applicable RA's for higher risk offsite trips.*

1. How do you ensure that the correct process is followed for any 'higher risk' trips?
2. How are any identified risks communicated to children on the trip?
3. Is risk knowledge shared across other schools for similar trips via HCC?
4. How are risks shared with any parent volunteers on trips?
5. How do those responsible on the trip ensure that risk assessing (which may have been written several weeks previously) is kept under continuous review?

EVOSA

*To include review of any applicable RA's for lower category offsite trips*

1. How do you ensure that complacency is avoided in locations which may be:
  - a. More familiar to staff/volunteers/children
  - b. Considered low risk
2. What training and support is given to staff to ensure that they are confident completing risk assessments?

**Staff Questionnaire:**

1. What support are you given to ensure that you are confident in completing/understanding risk assessments?
2. How would you avoid being complacent during an offsite visit to a familiar location?
3. What is the safety procedure for a trip incident?
4. How can you access support during a trip?
5. What is the purpose of the 'school phone'?