

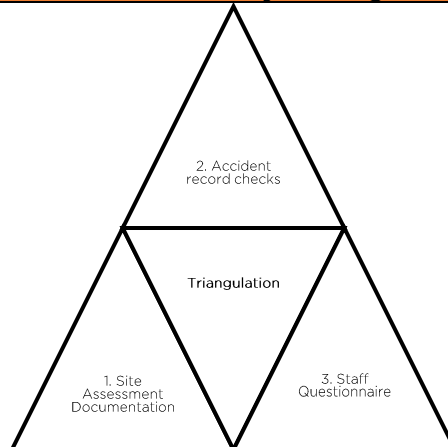
Rucstall Primary School  
Governing Body questions to be used in conjunction with the  
Health and Safety Monitoring Plan 2023 – 2024



Matters to be reviewed across the academic year:

Areas for Review	Frequency of Review	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, ongoing
Regular review of near miss and accidents	Half-termly (HT Reports - FGB)	Termly FGB
Audit of accident and injury records inc. near misses (ask Site Manager and DHT, refer to policy for accuracy in responses)	Annually	Autumn 2023
Evaluation of violent incident records (ask HT and refer to policy for accuracy in responses)	Biannually	Spring 2025
Audit of Fire Folder and Lockdown Evacuations (ask Site Manager and refer to policy for accuracy in responses)	Annually	Spring 2023
Audit of COSHH File (ask Site Manager and refer to example COSHH assessment)	Biannually	Autumn 2024
Health and Safety audit – follow provided documentation	Biannually	Autumn 2023
Audit of Legionella records	Biannually	Autumn 2024
Audit of Site Inspection and grounds records	Annually	Autumn 2023
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 2025
Actions following Termly H&S Reporting to HCC	Annually	Summer 2024
Actions following annual Science Inspection Reporting	Biannually	Summer 2024
Actions following annual Design and Technology Inspection Reporting	Biannually	Summer 2025

Autumn Term: Health and Safety Triangulation (Site safety)



**Review:**

1. Full review of past year accident reports & near misses
2. Review of Risk Assessments and H&S policies
3. Review of Site inspection and grounds records

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

**Site Inspection and grounds records**

1. Q: Have identified issues been reported to FGB where there is a budget implication to rectify the issue?
2. Q: How would staff (or students) report concerns about a safety concern on site?
3. Are staff reporting concerns – what evidence is there for this?
4. Q: Are Risk Assessments and policy shaped by results from Site Inspections, and how do you ensure this happens?

**Risk Assessments and Policies**

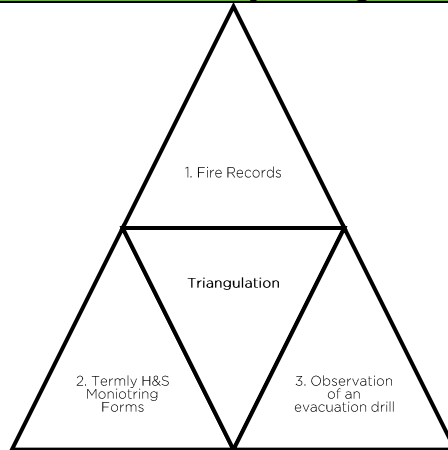
1. Review: Do risk assessments *appear* to be shaped by accident/incident/near-miss reporting? Do risk assessments help to direct policy and procedure? (example to be requested)
2. Q: How do you ensure that accident and near miss reports are appropriately actioned, and are the resources in place to enable this happen?
3. Q: How do the relevant policies instil a positive Health and Safety culture amongst staff?
4. Q: What is the process for introducing a new policy or procedure to all staff to ensure that identified measures can be implemented appropriately?

**Staff Questionnaire:**

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

1. How would you report a concern about a health and safety issue on site?
2. Do you see the value (i.e. results) from reporting accidents/incidents/near misses?
3. How would you describe the health and safety culture in the school?
4. How are new health and safety policies/procedures introduced and implemented?

Spring Term: Health and Safety Triangulation (Fire Safety)



**Review:**

1. Fire Safety and evacuation policy

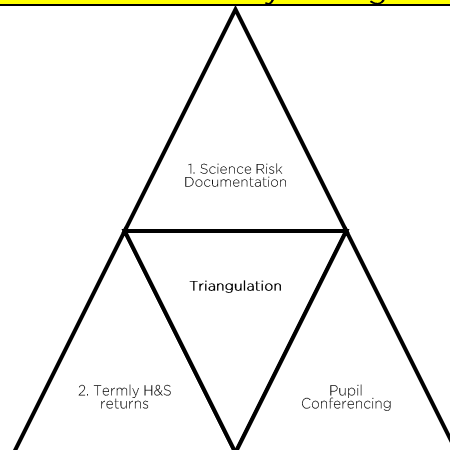
Fire Safety management Review Documentation to be used (from HCC)

**Staff Questionnaire:**

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

1. What are the evacuation procedures?
2. What fire safety training have you had?
3. Do you think that fire evacuation drills are effective? Why?
4. How often do you receive fire safety refresher training?

**Summer Term: Health and Safety Triangulation (Curriculum)**



**Review:**

1. Policy/RA for Science Lessons

**Questions for Science Lead and DHT:**

1. What training has the Science leader delivered to ensure safe learning in Science over the past two years?
2. Is there evidence of H&S considerations within classrooms?
3. How does planning take account of H&S requirements?
4. Can children articulate how they keep themselves safe in Science lessons?
5. Can staff articulate their planning process, with reference to H&S considerations?

**Pupil Conferencing:**

1. Can you give an example of how the teachers keep you safe in lessons?
2. How can you keep yourself safe in lessons such as: Science, Art, Design and technology and PE?

**Actions following Termly H&S Reporting to HCC**

Previous years H&S audit returns to HCC to be sent to Governor for reading and questions to be subsequently asked and evidence reviewed (two key areas and four related questions)