



Headteacher: Mrs. Diane Frainer
Hertfordshire County Council

York Road Nursery School
York Road, Hitchin, Herts., SG5 1XA
Tel. 01462 459 127
Email: head@yorkroad.herts.sch.uk

Linked Governor Role Description – Health & Safety

We are looking for either a linked governor for health and safety who will sit on York Road's governing board, or an associate member of the governing board who will take on the health and safety responsibilities outlined below. An associate member may be of interest to someone who has health and safety skills and expertise but does not want to become a full governor.

The linked governor's purpose is to lead on the governing board's health and safety responsibilities by:

- Helping the governing body understand the importance of Health & Safety, the links with Safeguarding, how it contributes to the SEF/SDP and how it benefits the school and the pupils.
- Helping the governing body understand and own the school's policies and reports for this area of work.
- Helping the governing body set appropriate targets if applicable.
- Reminding the governing body to give due weight to Health & Safety in school development planning and budget setting.
- Making sure the governing body has a monitoring process in place which enables the Headteacher to report on progress.
- The governor may need, with the senior leadership team where appropriate, to monitor the implementation of the school policy and report back to the governing body.
- To have at least one visit a year to the school, to meet the staff link and undertake an observation/audit as appropriate, adhering to the policy on Governor Visits. (Extra visits will need to be agreed with staff link, governor and Headteacher as necessary and required). Subsequent meetings may also be required to discuss findings from the visit.
- In partnership with the Headteacher and staff link, ensure effective communication with the governing body about:
 - The schools policy for that subject/area of work
 - Management issues in relation to the policy
 - Progress in implementing the policy
 - Evaluation of the policy
 - Reports and Audits
- Ensuring that a report on progress in Health & Safety is made to the governing body at each full governing board meeting, incorporating the relevant monitoring points.
- Representing the governing body on issues related to Health & Safety, e.g. parents meetings on proposed building works etc.

- Work with the school link on Health & Safety reports and Audits.
- Undertake the relevant governor training.

The Health and Safety link governor will need to ensure they keep the role strategic. They are not expected to carry out health and safety checks or inspections but instead hold school leaders to account for completing them.