

WEST KIRBY RESIDENTIAL SCHOOL & SEN COLLEGE	
Role Description: Trustee with Responsibility for Health & Safety	
West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the Role:	To contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent
Responsibilities as a Trustee	<p>Under charity law (regulated by the Charity Commission), Trustees have ultimate responsibility for directing the affairs of the School and Charity to ensure that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. As a Trustee of the School and Charity, you will be responsible for ensuring:</p> <ul style="list-style-type: none"> • A clear vision, mission and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans; • Operational management processes are appropriate e.g. policies, quality and service standards, values, recruitment to senior positions; • Compliance with all legal and regulatory requirements; • All financial obligations are met and assets are managed; • Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks; • The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.
General Responsibilities:	<p>Contribute to the strategic discussions at Board meetings which determine:</p> <ul style="list-style-type: none"> • the vision and ethos of the School; • clear and ambitious strategic priorities and targets for the School; • That all children have access to a broad and balanced curriculum; • The School's budget, including the expenditure of the pupil premium allocation;

- The School's staffing structure and key staffing policies;
- The principles to be used by school leaders to set other School policies.

Hold executive leaders to account by monitoring the School's performance; this includes:

- Agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan;
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of School performance;
- Asking challenging questions of School leaders, ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- Ensuring senior leaders have developed the required policies and procedures and the School is operating effectively according to those policies;
- Acting as Trustee with linked responsibilities on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board on the progress on the relevant School priority;
- Listening to and reporting to the School's stakeholders: pupils, parents, staff, and the wider community, including local employers.

Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

When required, serve on panels of Trustees to:

- Appoint the Principal and other senior leaders;
- Appraise the Principal;
- Set the Principal's pay and agree the pay recommendations for other staff;
- Hear the appeal stage of staff grievances and disciplinary matters;
- Hear appeals about pupil exclusions.

<p>Link responsibilities: Health & Safety</p>	<p>The role of the Health & Safety Trustee is (on behalf of the Board) to monitor the implementation of the School's Health and Safety policies and procedures and compliance with the Health and Safety at Work etc. Act 1974.</p> <p>The Governing Board has responsibility for the oversight of the School's compliance with the Act, and this role assists the Governing Board to maintain strategic oversight of compliance with the Act. The Health & Safety Trustee is expected to:</p> <p>General</p> <ul style="list-style-type: none"> • Understand the Governing Board's responsibilities under the Health and Safety at Work etc. Act 1974 and 'Keeping children safe in education' in relation to the protection of all school staff, pupils, contractors and visitors. • Ensure the appointment of nominated safety representatives who have the appropriate professional experience, training and knowledge of Health and Safety law and practice, particularly in schools, e.g. fire safety and COSHH. • Make certain that the legal accountability for Health and Safety is understood by governors, the Principal and senior leaders, and that functions are delegated appropriately or retained by the appropriately responsible person or group, e.g. the Principal or Governing Board. • Ensure the nominated Health and Safety representatives are enabled to work independently and with sufficient resources to undertake their role. • Make certain that senior leaders and nominated safety representatives have regard to any guidance from the HSE. • Make certain the school's Health and Safety culture is well-managed and that it supports and does not hinder pupils' learning and extra-curricular opportunities. • Regularly review the impact of Health and Safety administration on staff workload and ensure this is addressed where necessary. • Ensure the Health and Safety Policy is reviewed using the following legislation: <ul style="list-style-type: none"> - Health and Safety at Work etc. Act 1974 - The Workplace (Health, Safety and Welfare) Regulations 1992 - The Management of Health and Safety at Work Regulations 1999 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
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- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - The Construction (Design and Management) Regulations 2015 (CDM)
 - [Independent schools only] The Education (Independent School Standards) Regulations 2014
 - The Personal Protective Equipment at Work Regulations 1992
 - The Education (School Premises) Regulations 1999
 - The Ionising Radiation Regulations 2017 (IRR17)
- Also ensure the Health and Safety Policy is reviewed in consideration of any additional guidance including, but not limited to, the following:
 - DfE (2018) 'Health and Safety: responsibilities and duties for schools'
 - DfE (2015) 'Health and Safety for school children'
 - DfE (2019) 'Keeping children safe in education'
 - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
 - HSE (2014) 'Sensible Health and Safety management in schools'
 - Commit to furthering knowledge, understanding and expertise in relation to Health and Safety, taking up training opportunities where available.
 - Ensure the Governing Board discusses, on a termly basis, the school's compliance with Health and Safety legislation and regulations.
 - Work with senior leaders to make certain the Governing Board receive a termly update from the appropriate nominated safety officer on the school's compliance with, and arrangements for, Health and Safety.
 - Work with senior leaders to make sure that all staff and governors receive appropriate training and support. Ensure steps are taken to identify and meet the training needs of:
 - New staff or governors joining the school at the start of the academic year or part-way through.
 - Staff members or governors changing roles or taking on additional responsibilities.
 - Staff or governors with any individual learning or accessibility needs.

Monitoring

- Undertake termly monitoring visits to maintain oversight of the school's Health and Safety arrangements and awareness of areas of risk, and ensure compliance with the Health and Safety Policy.
- Through monitoring visits, gain oversight of Health and Safety practice and ensure risk management is proportionate, sensible and that staff and pupils are encouraged to manage risks which are a normal part of life.
- Ensure that the termly report to the full Governing Board includes updates on or addresses issues relating to:
 - Any policy updates or amendments.
 - Staff and governor training.
 - Data regarding the number of accidents and near misses.
 - First aid provision.
 - Administration of medication.
 - Staff absence analysis.
 - Wellbeing provision.
 - Fire safety.
 - The outcome of any premises audit or inspection.
 - Risk identification and management.
 - Off-site trips and visits.
 - Communication and consultation with stakeholders.
 - Initiatives to improve Health and Safety arrangements, risk management or to comply with legislative requirements.
- The information shared with governors must be anonymised and only used for the purpose of monitoring compliance and identifying any issues, trends or patterns that may need addressing.
- Ensure the Governing Board receives a report on the outcome and actions relating to any Health and Safety audit or inspection undertaken by an external advisor or compliance officer.
- Be satisfied that the school's Health and Safety policies and procedures include:
 - The legislation and guidance that the policies and procedures have due regard to.
 - Details of the responsibilities of the Governing Board.
 - Details of the responsibilities of the Principal.

- Details of the responsibilities of the nominated Health and Safety representatives.
- Details of the responsibilities of other senior or departmental leaders.
- Clarification of staff members' responsibilities for their own Health and Safety within school.
- Clarification of pupils' responsibilities for their own Health and Safety within school.
- The arrangements and requirements for construction and maintenance work undertaken on the premises or school site.
- The arrangements for the provision of training for all staff in relation to Health and Safety.
- A link to other relevant policies, e.g. First Aid Policy or Fire Safety Policy.
- The procedure staff must follow in the event of an emergency, including what action to take if no first aider is immediately available.
- Details of the school's arrangements for evacuation, invacuation or lockdown, or signposts to any relevant policies.
- The procedure for reporting accidents and near misses, including when incidents or accidents must be reported to the HSE and accident investigation.
- The school's approach to monitoring Health and Safety, including accidents, health, wellbeing and incidents.
- The procedure for welcoming visitors and engaging with contractors.
- The provision and use of PPE, and information regarding any arrangements in relation to the provision of specific clothing required for staff members' role in the school.
- Details of how equipment will be maintained.
- Details regarding arrangements for the use of hazardous materials.
- Procedures for the management of asbestos.
- The arrangements for the management and administration of medications and procedures for supporting staff and pupils with known health conditions and allergies.
- A statement clarifying that the school is a non-smoking premises.
- Details of the arrangements in place for housekeeping, contracted cleaning and waste management.

- Details of the arrangements for infection control or a link to the school's Infection Control Policy.
- Details of the school's procedure for identifying and managing risk, and link to other relevant policies or procedures including the following:
 - Adverse weather
 - Trips and visits
 - Lone working
 - Manual handling
 - Legionella
 - Asbestos
 - Working at heights
 - Display screen and workstation safety
 - Details of how site security will be maintained.
 - Details of how and when policies and procedures will be monitored and reviewed and by whom.

Communication

- Ensure that senior leaders communicate to all staff, governors and volunteers that compliance with Health and Safety legislation is the responsibility of all; therefore, they need to be aware of who the nominated Health and Safety officers are, their role, and the in-school Health and Safety policies and procedures that are relevant to their role.
- Ensure the school has clear lines of communication and appropriately shares with parents, staff and pupils, and any relevant external agencies, their rights and the school's responsibilities under the Health and Safety at Work etc. Act 1974.
- Ensure that information is only shared on a need-to-know basis and monitor systems to make certain the confidentiality of information is secured.
- Liaise with the appropriate senior leaders to ensure that adequate resources are available to enable them to meet their responsibilities with regard to Health and Safety.
- Seek feedback from staff to understand the culture of Health and Safety embedded within the school and ascertain whether governors and leaders are successful in making staff feel motivated, supported and empowered with regard to Health and Safety.