



## Terms of Reference

### Terms of Reference:

- To comply with the Health and Safety Policy, including the monitoring and review of procedures
- To ensure that adequate resources are available to fulfil the aims and objectives of the above policy
- To ensure that actions are taken in respect of relevant health and safety legislation
- To advise the governing body on priorities, including health and safety and maintenance and development of the premises
- To oversee arrangements for repairs and maintenance of the premises
- To develop a school buildings strategy
- To procure appropriate buildings and other insurance
- To monitor H&S arrangements
- To monitor accident book and agree appropriate actions
- To make recommendations to the Finance and Staffing Committee on premises related expenditure
- In consultation with the head and the Finance and Staffing Committee, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of premises by outside users
- To monitor the effectiveness of services provided through relevant SLA's and contracts
- To receive health and safety reports
- To ensure a termly health and safety tour is conducted and recommended actions are addressed
- To receive reports on the condition of buildings and school environment.
- To examine the accident report book for staff and pupils
- To receive termly reports on the fire evacuation procedures
- To consider tenders for work in consultation with the finance committee
- To establish and review a Critical Incidents/Business Continuity Plan
- To approve a Health & Safety Policy
- To establish and review an Asset Management Plan
- To establish and review an Accessibility Plan
- To approve high risk educational visits
- To attend training as appropriate
- Any items which individual governing bodies may wish to include

### Terms of Reference agreed by Governing Body:

Date: 20<sup>th</sup> September 2017

### Review of Terms of Reference:

The terms of reference will be reviewed annually by the committee with any recommendations sent to the next available Governing Body meeting for ratification.

### Membership and Disqualification:

Andy Brown  
Rob Brooks  
Paul Harris  
Paul Grant  
Marie Coates

This committee will comprise **3** Governors, the Deputy Headteacher, Site Manager and School Business Manager. All members, with the exception of the Site Manager and Business Manager, are entitled to vote. The Governing Body agrees the members of the committee. The Chair of Governors is invited to attend all committee meetings and is entitled to vote. Non-voting participants may be invited to meetings by the committee as and when required.

**Disqualification** - Any relevant person employed to work at the school other than as the Headteacher, when the

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subject for consideration is the pay or appraisal of any person employed to work at the school.

## Chair:

Jeanne Pratt

The Governing Body will select one of the committee members as Chair at the final FGB Meeting of the academic year. In the Chair's absence, the committee will agree on an acting Chair for the meeting.

## Quorum:

The quorum will be 3 Governors who are members of the committee.

## Meetings:

The committee will meet at least once every term. It can agree to meet more frequently if necessary.

## Responsibilities:

The Health & Safety Committee is responsible for ensuring that Carr Hill Primary School is compliant with local authority and statutory obligations.

## Governor Training:

It is the responsibility of Governors to attend training relevant to their role on the committee and report back to colleagues as appropriate. Forthcoming LA events will be shared at committee meetings.

## Reporting:

The Health & Safety Committee reports to the Carr Hill Governing Body. Minutes will be taken by someone nominated for the purpose from the committee and circulated to all governors with each Full Governing Body Agenda. The committee chair will report back to the Full Governing Body at meetings as required.

## Programme of Work for the Health & Safety Committee

Term	Committee Business
Autumn	<ul style="list-style-type: none"> <li>• Declaration of Interests</li> <li>• Notification of educational visits</li> <li>• Examination of fire evacuation report</li> <li>• Examination of accident report book</li> <li>• Receive health and safety report</li> <li>• Conduct Health &amp; Safety Tour</li> <li>• Fire Safety / Ladder Training - update</li> <li>• Review Fire Risk Assessment (school review annually, H&amp;S review 3-yearly)</li> <li>• Review Health &amp; Safety Policy</li> <li>• Check Health &amp; Safety Records/Logs</li> </ul>

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Spring	<ul style="list-style-type: none"><li>• Declaration of Interests</li><li>• Notification of educational visits</li><li>• Examination of fire evacuation report</li><li>• Examination of accident report book</li><li>• Receive health and safety report</li><li>• Conduct Health &amp; Safety Tour</li><li>• Check Health &amp; Safety Records/Logs</li><li>• Review Health &amp; Safety Action Plan</li><li>• Health &amp; Safety School Self-Audit</li><li>• Organise Annual Health &amp; Safety visit</li><li>• Review Fire Risk Assessment Report and Action Plan</li></ul>
Summer	<ul style="list-style-type: none"><li>• Declaration of Interests.</li><li>• Notification of educational visits</li><li>• Examination of fire evacuation report</li><li>• Examination of accident report book</li><li>• Receive health and safety report</li><li>• Check Health &amp; Safety Records/Logs</li><li>• Conduct Health &amp; Safety Tour</li></ul>