



HEALTH AND SAFETY COMMITTEE - as agreed at FGM

on June 2021

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| Membership | The committee shall consist of at least three governors (annually selected by the Governing Body). |
| Quorum | 2 Governors (excluding the Headteacher) need to be present for the committee to be quorate or half of the committee (rounded to the nearest whole number) if there is a vote. |
| Meetings | The committee shall meet three times a year. |
| Link Governors | A named Safeguarding Governor will be appointed annually from this committee. |

Terms of Reference:

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| 1. | To elect a chair and vice chair at its first meeting of each school year to ensure no chair person remains in place for more than 3 years. |
| 2 | The Chair of the committee will organise the preparation and publication of minutes for presentation to the full Governing Body following the agreed school format. |

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| 3. | To assist the governing body and Headteacher to discharge their responsibilities on all matters in relation to the school premises, grounds and security. |
| 4. | To annually review the Health & Safety Policy documents. |
| 5. | To audit the school building, grounds and equipment at least once a year. |
| 6. | To make recommendations to the Finance Committee on the allocation of funding for repairs and maintenance, pre-planned maintenance, Formula Capital, and to draw up, or approve, a priority list to decide how these budgets should be spent. |
| 7. | To obtain 3 written quotes for work costing over £2,000 . |
| 8. | To obtain 5 written quotes for work costing over £10,000. |
| 9. | To delegate to the Business Manager responsibility for ensuring contractors have appropriate insurance documentation and qualifications are in place before commencing work. |
| 10. | To liaise with the school's Building Inspector when appropriate. |
| 9. | To ensure that all legal responsibility (as stated in the Health and Safety at work act 1974) is fully complied with. |
| 10. | To ensure any necessary liaison with the LA is carried out where appropriate |
| 11. | To consider and make recommendations arising from any new health and safety documentation issues nationally, Health and Safety Executive or from the LA. |

Last updated/reviewed: June 2021

Next review due: September 2022

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| 12. | To consider health and safety, security, safeguarding and repairs and maintenance issues at the school and promote ways of disseminating this information throughout the school. |
| 13. | To examine external safety inspection reports and make recommendations where remedial action is required. |
| 14. | Receive and review accident reports and fire drill feedback; ensure that data trends are reviewed termly and pro-active measures are put in place. |
| 15. | To promote co-operation between all employees at the school to achieve and maintain a safe and health workplace for staff and pupils. |
| 16. | To ensure that all Governors are aware of the latest OFSTED inspection framework. |
| 17. | The named link Governor for Safeguarding will meet termly with the appropriate school staff and provide a written report to the committee. |