



HEALTH AND SAFETY COMMITTEE -

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:

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.

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.