



## Terms of Reference: Health, Site and Safety and Safeguarding Committee

### **Membership:**

Membership shall consist of up to 6 Governors, of which one is the Headteacher.

The committee may have up to 2 co-opted members as the governing body may appoint. The committee may make recommendations for these appointments.

The quorum shall be 3.

The committee shall meet once per term or otherwise as required.

It is the responsibility of the committee to ensure that the school conforms to the Health & Safety at Work Act 1974 and the associated Management of Health & Safety at Work Regulations 1999.

- To act upon external Health and Safety audits of the school site, monitoring outcomes of any planned recommendations.
- To respond to Governor Health and Safety site surveys, planning appropriate actions and monitoring their outcome.
- To discuss any Health and Safety incidents, being proactive in planning appropriate courses of action.
- To monitor the periodic Risk Assessment carried out by external contractors.
- To ensure that safe systems of working are established, to be followed by all staff, volunteers and Governors.
- To ensure that staff, volunteers and Governors are aware of current Health and Safety legislations, practices, issues and school policies.
- To monitor the physical condition of the school buildings and grounds by periodic inspection.
- To report to the Governing Body on the physical condition of the buildings and grounds.
- To set a priority list of items requiring attention and make budgetary recommendations as part of the School Improvement Plan.
- To provide support and guidance to the head teacher on all matters relating to the school premises and grounds, security and health and safety and to receive guidance on health and safety regulations and current issues.
- To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation and in consultation with the Staffing and Finance Committee.
- To be fully informed of any necessary insurance issues, liaising with the Staffing and Finance Committee to ensure that premiums are paid when required.
- To maintain a strategic responsibility for safeguarding arrangements, helping ensure compliance with legislative duties.
- To have regard for latest KCSIE guidance, ensuring policies, procedures and training in school is effective and complies with the law at all times.
- To monitor the arrangements for trips / off-site visits, in particular the preparation of risk assessments and post-trip/visit reports.