



St Bartholomew's C of E Primary School

**Health, Site and Safety and Safeguarding Committee
Terms of Reference**

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.

Responsibilities

1. To act upon external Health and Safety audits of the school site, monitoring outcomes of any planned recommendations.
2. To respond to Governor Health and Safety site surveys, planning appropriate actions and monitoring their outcome.
3. To discuss any Health and Safety incidents, being proactive in planning appropriate courses of action.
4. To monitor the periodic Risk Assessment carried out by external contractors.
5. To ensure that safe systems of working are established, to be followed by all staff, volunteers and Governors.
6. To ensure that staff, volunteers and Governors are aware of current Health and Safety legislations, practices, issues and school policies.
7. To monitor the physical condition of the school buildings and grounds by periodic inspection.
8. To report to the Governing Body on the physical condition of the buildings and grounds.
9. To set a priority list of items requiring attention and make budgetary recommendations as part of the School Improvement Plan.



10. 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.
11. To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation and in consultation with the Staffing and Finance Committee.
12. To be fully informed of any necessary insurance issues, liaising with the Staffing and Finance Committee to ensure that premiums are paid when required.
13. To maintain a strategic responsibility for safeguarding arrangements, helping ensure compliance with legislative duties.
14. To monitor the arrangements for trips / off-site visits, in particular the preparation of risk assessments and post-trip/visit reports.
15. Ensure that safeguarding policies, procedures and training are effective and comply with the law at all times, having regard to statutory guidance Keeping Children Safe in Education.
16. Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances.
17. Monitor the completion of actions and recommendations arising from risk assessments.
18. Review the school's accessibility plan.
19. Receive a regular report on accident statistics, near misses, and incidents of violence or aggression.
20. Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
21. Monitor the health and safety training that staff and governors undertake.
22. Review, adopt and monitor all policies delegated by the board.