

HEALTH & SAFETY

(Reviewed September 2016)

Composition

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for a meeting of the committee shall not be less than three members of the Governing Body.

Terms of Reference

1. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school health and safety policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school. To consider health and safety implications relating to Governing body decisions and make recommendations to the Governing Body. To prepare an annual report relating to health and safety and report this back to the Governing Body. To carry out periodic health and safety inspections with the school management. To monitor health and safety performance on an on-going basis
2. To be responsible for monitoring the fabric of the school premises.
3. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
4. To be responsible for overseeing the arrangements for caretaking.
5. To be responsible for monitoring the arrangements for the security of the premises.
6. To makes recommendations for updating the School Improvement Plan as it relates to the management of school premises.
7. Accessibility planning

Functions Delegated to the Headteacher

- i) To be responsible for day to day minor repairs and maintenance.
- ii) To be responsible for the arrangements for letting the school premises.
- iii) To be responsible for liaison with contractors where such work is funded from the school's budget.
- iv) To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee and if appropriate the LA.
- v) To be responsible for the day to day health and safety arrangements in the school.

Delegated Functions Overview

The Governing Body must:

- i) Approve the annual maintenance programme.
- ii) Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.
- iii) Approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000, which is to be funded from the school's delegated budget and inform the LA (as expenditure in excess of £10,000 has capital implications).

Appointment of Chair and Clerk

The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

Date of next review: September 2017

Chairman Date