



All Saints' CE Primary School Terms of Reference for the Premises and Health & Safety Committee

CONSTITUTION:

The Membership of the Committee will be agreed by the full Governing Body.

A quorum will be at least three Governors. (NB. Associate Members do not count towards the quorum).

The Chairperson of the Committee will be elected by the Governors of the Health and Safety Committee.

The Governing Body will not confer any voting rights on non governors.

TERMS OF REFERENCE

PREMISES

- To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey' / Asset Management Plan/advice of the LA
- To keep under review the Accessibility Plan for the school and to report to Governors on its implementation
- To make recommendations to the Finance Committee/Governing Body for any development works necessary, so that these can be identified in the Financial Plan
- To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for building and plant maintenance, premises/site security, cleaning, grounds maintenance, disposal of waste and catering.
- To ensure that risk assessments for this work are in place and are being complied with

HEALTH AND SAFETY

To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the County Council/LA specifically:

- Health and Safety

- Risk Management
- School Visits
- Asbestos
- Regulations for the Use of Vehicles

and that that the documents contained in them are consulted on and acted upon.

- To liaise with the Headteacher and Chairperson of Governors in the preparation and annual review, (or review at other times as necessary), of the the past three years to enable his/her to manage health and safety effectively in the school
- all accidents, incidents, dangerous occurrences are reported to the County Council on the Accident Report Form provided and where appropriate are reported to the Health and Safety Executive.
- accident reports are reviewed regularly and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence
- risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel
- the school site, premises and access to and egress from them are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians
- all plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation, the County Council's insurers and the County Council's own policies regarding servicing and maintenance of equipment
- the recommendations of reports of any health and safety audits carried out by the County Council's Health and Safety Advisers are followed up and implemented as recommended

EDUCATIONAL VISITS

- To ensure that guidance is available (e.g. from the LA) and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the school's educational visits policy for approval by the Full Governing Body
- To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DCS FILA or Governing Body
- To discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body
- To ensure that the Headteacher and Educational Visits Co-ordinator(s) are supported in matters relating to educational visits, and that they have the time and

expertise to fulfil their responsibilities

- To ascertain what governor training is available and relevant, and ensure, where possible, training is undertaken

SCHOOL'S HEALTH AND SAFETY POLICY STATEMENT

To liaise with the Headteacher to ensure that:

- the school complies with health and safety legislation and County Council health and safety policies
- the Headteacher has received adequate health and safety training.

EMERGENCY PLAN

To carry out a regular review of the school's Emergency Plan and to ensure contact details are updated as necessary.

MINUTES

To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors.

To ensure the minutes are available for visiting County Council Health and Safety Advisers when requested for audit purposes.

The composition and terms of reference will be reviewed annually in the Autumn Term.

Signed..... (Chair of Governors)

Approved at the meeting of the Full Governing Body: 16th October 2023