

## Health & Safety Committee Terms of Reference 2019-20

### COMMITTEE

- Anna Watkinson      Parent Governor (Chair)
- Lynne Hammond      Parent Governor
- Pete Savage          Community Governor
- Lisa Rowe              Head Teacher
- Richard Graham      Business Manager, Staff H&S Representative (Clerk)

Size of Committee:      5 members

Number required to be quorate: 3 of whom at least 2 are non-staff members

### Remit:

- To produce and recommend to the Governing Body for approval a written Health & Safety Policy for the School.
- To monitor and keep under review the Governing Body's Health and Safety Policy, making recommendations for amendments or modifications as may be appropriate.
- To recommend to the Governing Body the setting up of procedures for implementing the Health & Safety Policy and thereafter ensuring that those procedures are followed.
- Undertake annual Health & Safety site inspection and a review of all Risk Assessments.
- In conjunction with the Headteacher and Business Manager, to ensure that the school's buildings, equipment, installations and materials are safe and present no risk to health, reporting or making recommendations to the Governing Body as appropriate.
- To recommend to the Governing Body any work that needs to be done to the school's property and buildings to meet health and safety requirements.
- To make arrangements to ensure that the school site is kept free from litter and refuse.
- To recommend to the Governing Body a suitable school Security Policy which addresses the needs of pupils, staff and visitors to the school, and the protection of the school property and buildings.
- To establish arrangements for regular reviews of security and make recommendations to the Governing Body arising from those reviews.
- To undertake termly monitoring of safeguarding procedures and practices in-line with statutory requirements.
- To undertake termly monitoring of accident reports, behaviour & bullying incidents, e-safety incidents
- To oversee arrangements for the use of the school premises by outside users subject to Governing Body policy.
- To keep under review the Access Plan and make recommendations for revisions.
- To ensure Safeguarding and Safer Recruitment practices are fully adhered to across the school, including review and recommendation for approval by full Governing Body, of Schools Annual Safeguarding Report for the County Council.

Policies reviewed by this Committee:		
Access Policy & Plan	E-safety Policy	School Security Policy
Anti-Bullying Policy	Educational Visits Policy	Single Equality Policy & Plan
Attendance Policy	Emergency Procedures	Stress at Work Policy
Accessibility Plan	Exclusion of Pupils	Supporting Pupils with Medical Needs
Behaviour Policy	Grievance Procedures (Employees)	Use of Reasonable Force Policy
Clubs Policy	Health and Safety Policy	Use of Photographs & Videos Policy
Collection Procedures	Safer Working Practice (guidance)	Violence to Employees
Confidentiality Policy	Personal Care Policy	Whistleblowing Policy
Critical Incident Plan	Risk Assessment Policy	Management of Allegations Against Staff
Drugs Education	Safeguarding/Child Protection Policy	

**Reviewed by H&S Committee:      Summer 2019**

**Adoption by Governing Body:      Summer 2019**

**Next Review:                              Summer 2020**