

Health & Safety Committee Terms of Reference 2023-24

COMMITTEE (to meet at least 3 x a year, Chair appointed at the first meeting annually)

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| • Ruth Price | Foundation Governor (Chair) |
| • Lynne Hammond | LA Governor |
| • Dane Tice | Parent Governor |
| • Christian McGuinness | Head Teacher |
| • Rachael Douglas | Parent |
| • Becca Perkins | Parent |
| • Richard Graham | Business Manager, Staff H&S Representative, Associate Member |

Size of Committee: 7 members

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

In attendance:

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| • Julie Carvell | Clerk to the Governors (Clerk) |
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Remit:

- To monitor and keep under review the Governing Body's Health and Safety Policy, making recommendations for amendments or modifications as may be appropriate and ensure the procedures are followed.
- To review and keep under-check the school's website to ensure it is compliant with statutory requirements re Health & Safety Matters.
- 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 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 review/approve all Health & Safety policies as outlined in the table below.
- 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.
- Covid-19: To keep under regular review the impact of Covid-19 on Health & Safety related matters.
- To review the SEF as a standing item on each agenda.
- To monitor Filtering and Monitoring (Cyber Security) as a standing item on each agenda.

Policies reviewed by this Committee: *Statutory Policy	
Acceptable User	Freedom of Information Publication Scheme
Accessibility plan*	Health & Safety*
Attendance*	Mental Health and wellbeing
Child Protection/Safeguarding* (approved by FGB)	Personal Care
Children with health needs who cannot attend school*	Positive Handling
Critical Incident Plan	Premises Management Documents*
Dignity at Work	Risk Assessment

Driving at Work	Safe Swimming
Educational Visits	School exclusion*
First Aid in Schools*	Security Policy & Procedures
Stress at Work	Visitors
Supporting pupils with medical conditions*	
Violence to Employees	

Guidance followed but not policies:

- Bereavement
- On-line Safety for Children (reviewed by E-Safety Group)
- Start and End of School Day procedures statement
- E-Safety and Anti-cyberbullying (reviewed by E-Safety Group)

Reviewed by H&S Committee: Autumn 2023
Adoption by Governing Body: 24/01/2024
Next Review: Autumn 2024