



## ST MICHAEL'S CATHOLIC PRIMARY SCHOOL – JANUARY 2018

### Terms of Reference: Health & Safety Committee Meeting.

- To advise the Governing Body on priorities, including Health & Safety for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises related expenditure.
- In consultation with the Headteacher and the Finance Committee, to oversee premises related funding bids.
- To oversee arrangements, including Health & Safety for the use of school premises by outside users, subject to governing body policy.
- To establish and keep under review an Asset Management Plan.
- To establish and keep under review an Accessibility Plan.
- To monitor and report regularly to the Governing Body on:
  - Energy
  - Cleaning
  - Grounds Maintenance
  - Security
  - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation.
- To review and advise the Governing Body on all matters relating to Community Use, including the charging policy.
- To approve a Health and Safety Policy. To monitor on a regular basis all issues relating to health & safety and to work closely with the Health & Safety Representative within the school.
- To ensure a fire drill is held at least once per term/bi-annually lockdown.
- To ensure that all decisions are made in line with the school Equality Policy and legislation.
- Monitor, review and update SEMP.
- Monitor and review Health & Safety training for staff e.g. First Aid.
- Monitor and evaluate staff well-being.
- Monitor and evaluate school trips.

**Agreed by Committee on 3<sup>rd</sup> March 2015.**

**Reviewed on 30<sup>th</sup> January 2018.**



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