

## HEALTH & SAFETY COMMITTEE

### Terms of Reference: Health and safety Committee Meeting

- To advise the Governing Body on priorities, including Health and 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 and 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 and safety and to work closely with the Health and Safety Representative within the school.
- To ensure a fire drill is held at least once per term.
- To ensure a buildings, grounds and safeguarding Inspection is carried out at least once per term and outcomes reported to governors.
- To ensure that all decisions are made in line with the school Equality Policy and legislation
- Monitor, review and update SEP
- Monitor and review Health and Safety training for staff e.g.; First Aid
- Monitor and evaluate staff well-being

Covid addendum:

- To ensure that Covid secure practices are in place and adhered.

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

**Reviewed and approved on 15.10.2020**