

ST PETER'S SCHOOL

GOVERNORS' HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

July 2020

Next review: July 2021

1. Purpose

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all stakeholders and others who may be affected by the schools activities.

2. Membership

The Health and Safety Committee will be chaired by the member of the Senior Leadership Team with responsibility for premises. Membership of the Committee comprises of:

- The member of the Senior Leadership Team with responsibility for premises (Chair)
- Head Teacher (ex-officio)
- Premises Manager (ex-officio)
- 1 Governor (appointed by the Governing Body)
- 3 Heads of Department (Heads of Department for Science, Design Technology and Physical Education)

3. Meetings

Dates of meetings will normally be agreed in advance and be recorded in the minutes; once the date has been agreed, only under exceptional circumstances can the date be changed.

The Chair will ensure that agendas are prepared, circulated and published at least seven days prior to the meeting. The agenda item, 'Any Other Business', will only be for the discussion of urgent matters regarding health and safety which have arisen after the publication of the agenda.

The quorum for meetings shall be **3** members of the Committee.

The Health and Safety Committee will work closely with the Governors, particularly with regard to inspections of the premises.

In the autumn term, the Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

4. Responsibilities

The functions of the Health and Safety Committee are to:

- ensure the safeguarding of all stakeholders
- study accidents and notifiable diseases, statistics and trends;
- examine safety audit reports;
- consider reports which Safety Representatives may wish to submit;
- consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act;
- assist in the development of school safety rules and safe systems;
- monitor the effectiveness of the safety content of staff training;
- monitor the adequacy of safety and health communication and publicity in the school;
- provide a link with the appropriate inspectorates of the enforcing Authority;
- provide advice to the Governing Body on health and safety issues;
- advise on the review and revision of the Health and Safety Policy;