

GRANTA SCHOOL

Terms of Reference for the Health and Safety Committee 2024-25

Approved by Cmt 13th November 2024 by H & S Cmt.

MEMBERSHIP

The Committee shall consist of not less than four governors and the headteacher (or his/her representative).

The committee may appoint Associate members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee. Associate members may vote although may be excluded from items involving individuals.

Other members of the governing body may attend meetings of the Committee and may contribute to discussions on matters under consideration.

QUORUM

The quorum shall be three governors.

MEETINGS

The committee shall meet termly or more frequently as may be required from time to time.

Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

CHAIR

The plan for rotating chairs of the committee shall be agreed annually at the first meeting of the Autumn term.

If the planned chair is absent from a meeting the next chair on the rota will step in.

The chair of a meeting will be responsible for checking the minutes.

The chair of the forthcoming meeting will be responsible for finalising the agenda with the HT and clerk.

STANDING ORDERS

See Standing Orders adopted by the FGB Sept 2024.

1. To receive any H&S audit reports (including asbestos, legionella, gates safety survey) and monitor the implementation of any recommendations. It is desirable that governors participate in inspections from time to time.
2. To review regular reports on the conditions of the building and grounds survey and ensure any identified issues are addressed.

3. To monitor accident reports and fire drills and ensure any identified risks are addressed.
4. To monitor that all required risk assessments are in place and carried out by the school.
5. To monitor that all school trips take place in accordance with all the legislation, guidance and school adopted policies related to educational trips and visits.
6. To approve H&S priorities to be included in the School Development Plan and budget management plan.
7. To monitor and review the school security plan
8. To monitor and review the school asset management plan.
9. To monitor food quality
10. To ensure that the school has an emergency plan and business continuity plan agreed and in place and it is reviewed every 12 months.
11. To carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.
12. To discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body.
13. To communicate with the local authority any matters relating to health and safety with which they need further assistance.

Terms of Reference to be agreed by the Committee, approved by the FGB and reviewed annually. Next review Autumn Term 2025.