



## **BASSINGBOURN COMMUNITY PRIMARY SCHOOL**

### **HEALTH AND SAFETY COMMITTEE**

#### **TERMS OF REFERENCE**

#### **1. SCOPE**

The Governing body shall determine and review annually at its first meeting of the school year the Terms of Reference and membership of the Committee.

#### **2. MEMBERSHIP**

- 2.1 The Committee shall consist of a minimum of 4, comprising 1 Governor, the Headteacher (or his/her representative), Site Manager and an optional teaching/non-teaching member of staff.
- 2.2 The Committee may appoint such co-opted, non-voting 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.
- 2.3 Associate members may be members of the Committee, but the majority of committee members shall be Governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline.
- 2.4 Other members of the governing body, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.
- 2.5 Only full members of the Committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the Committee.

#### **3. QUORUM**

- 3.1 The quorum of the Committee shall be at least **3** members of the Committee and include the Headteacher and one Governor.

#### **4. MEETINGS**

- 4.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 4.2 Frequency and dates for Committee meetings will be considered before the beginning of each school year / term as part of the annual / termly cycle of full governing body and committee meetings, to ensure that a schedule exists for the academic year/ term.

- 4.3 Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention.

## **5. CLERKING**

- 5.1 The Governing body may appoint a Clerk to the Committee. This must not be the Headteacher, but Committee members may act as Clerk in the absence of a formally appointed Clerk.
- 5.2 The appointed Clerk to the Committee has a right to attend meetings of the Committee.

## **6. CHAIRMANSHIP**

- 6.1 The Chair of the Committee shall be elected annually by the Committee, at the first Committee meeting of the Autumn term and must be a Governor but not the Headteacher.
- 6.2 If the Chair is absent from a meeting, an alternative may be elected to take the Chair for the duration of that meeting.

## **7. STANDING ORDERS**

- 7.1 All Committee meetings must have a written agenda, and be recorded in a minutes format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of the Committee.
- 7.2 Members of the Committee are entitled to receive an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered.
- 7.3 Where possible, these will be distributed at least seven days before a Committee meeting.
- 7.4 A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.
- 7.5 Where there is an equality of votes for and against a particular resolution the matter will then be referred back to the next full meeting of the Governing body.
- 7.6 The minutes of the Committee shall be emailed or otherwise circulated to the committee within 10 days and, also emailed to the Clerk for circulation with the papers of the next meeting of the full Governing body.

## **8. TERMS OF REFERENCE**

The Committee will have delegated powers from the governing body to:

- 8.1 Advise the Governing body on its Statutory obligations.
- 8.2 Implement and Review the Health & Safety Policy

- 8.3 The Headteacher and Site Manager are responsible for the day-to-day management of the school's Health & Safety matters.
- 8.4 As authorised by the Resources Committee, the Headteacher has the power to exercise virements, make individual non-budgeted expenditure decisions up to the value of 1 % of the whole School Budget. Greater expenditure must be authorised by the Resources Committee or Full Governors as appropriate.
- 8.5 Items of repair, planned maintenance and expenditure will be reported via the Resources Committee.
- 8.6 The Site Manager will on a daily basis to monitor the H&S of the school by walking around the site both internally and externally and noting any issues which require either immediate or longer term action. Any issue, which requires immediate action, must be reported to the Headteacher with a summary of action taken. The Site Manager or Headteacher will take any longer term issues to the Health & Safety Committee.
- 8.7 The Site Manager will be responsible for the COSHH (Control of Substances Hazardous to Health) register for the school, ensuring that all substances have the correct and most up-to-date information available for those persons using the substance.
- 8.8 The Site Manager will be responsible for conducting weekly fire alarm test and emergency lighting test and recording them in the appropriate document.
- 8.9 The Site Manager and at least one other member of the Committee will undertake a termly inspection of the entire building and site to identify and issues and report these into the subsequent Committee Meeting. In practice this inspection would normally be undertaken approximately one week before the scheduled Committee meeting.
- 8.10 On a termly basis there will be full fire alarm drill and any concerns observations reported to the Committee.
- 8.11 On a termly basis there is to be an "Internal Lock Down" drill and any concerns or observations reported to the committee.
- 8.12 First Aid
  - 8.12.1 First Aid boxes are to be maintained in the Office, Disabled Toilet and Swimming Pool compound. Consumables should be replaced when used but half termly a member of the Administrative team will undertake an audit of all boxes to ensure they are fully stocked. First aid bags will also be carried by all breaktime staff.
  - 8.12.2 First aiders and first aid training to be recorded and reviewed annually
- 8.13 Programme of Risk Assessments to be implemented and reviewed.

## **9. DECLARATION OF INTERESTS**

- 9.1 Where there is a conflict between the interests of any Governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.

- 9.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Governors present at the meeting will decide on the matter.

The full Governing body agreed these terms of reference on