

PREMISES, HEALTH AND SAFETY COMMITTEE

Membership

The Premises, Health and Safety Committee shall consist of at least four governors and the Head teacher.

Meetings and Quorum

The Committee shall meet once a term and otherwise, as required. The quorum for a committee meeting shall be 3 governors, including the Head teacher or her nominated deputy.

Any Premises, Health & Safety Committee member who has a financial or other interest in a matter under discussion must withdraw from the meeting.

Clerk

The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out seven days in advance.

Terms of reference

- (a) To ensure that the SDBE is consulted and that governors and appropriate staff have due regard to the DfE Blue Book (VA schools) when making decisions regarding school buildings and the school site.
- (b) To monitor the health and safety policy, and ensure that appropriate checks and assessments (e.g., fire risk, asbestos registers, gas and electricity testing, legionella) are carried out.
- (c) To ensure the school conducts effective risk assessments
- (d) To review the effectiveness of the school's safeguarding procedures in respect of the school premises and site in ensuring the safety of pupils.
- (e) To ensure compliance with any statutory direction given by the LA and the DfE in relation to health and safety and also with the governing body's health and safety policy and to receive regular reports on fire drills, accidents, dangerous occurrences from the appropriate person.
- (f) To inform the Finance Committee of any repairs or cleaning of premises or equipment that need to be provided for beyond the agreed budget threshold as reported by the School Administration Manager.
- (g) To determine priorities for maintenance and improvement of the premises through in line with the school's vision priorities, taking into account potential sources of funding, advice from the LA, where appropriate, and advice from the Diocesan Board and any other relevant consultants, as appropriate.
- (h) To receive reports re any on-going maintenance, repairs, improvements and monitor progress of any bids for capital works, liaising with the Diocesan Board and LA as appropriate.

- (i) To monitor the condition of the school premises with the School Administration Manager and, where appropriate, report to the SDBE any issues and update information where works have been executed, or inaccuracies occur in the records.
- (j) To ensure that adequate 100% insurance cover is provided for the school premises and the contents and liaise with the Diocesan Board and LA as appropriate.
- (k) To ensure that reasonable efforts are made to achieve maximum energy conservation and ensure that a Display Energy Certificate (DEC)¹ and the accompanying report is commissioned annually.
- (l) To develop and maintain a sustainability policy in respect of use, maintenance and improvements of the school buildings and site, having due regard to the legal requirements and regulations – in line with planning for the optimal use of the new build.
- (m) To meet with School's consultant in order to provide feedback to the governing body on service and to review working relationships as appropriate.
- (n) To oversee school planning for school visits including risk assessment and post trip evaluation. To provide sign off and to liaise with the school to ensure that educational visits meet their objectives.
- (o) To oversee school planning for school visits including risk assessment and post trip evaluation. To provide sign off and to liaise with the school to ensure that educational visits meet their objectives.
- (p) To ensure policies delegated to this committee by the governing body (as set out in the policy schedule) are reviewed, updated and approved.
- (q) To report the Committee's resolutions and recommendations to the next full meeting of the governing body where appropriate.
- (r) To keep the terms of reference under review and recommend any changes to the governing body prior to the annual review of committees.
- (s) To determine any other matters referred to the Committee by the governing body.

¹ The DEC must be displayed in a prominent position within the main entrance to the School.