

GOLDINGTON ACADEMY
HEALTH AND SAFETY & PREMISES COMMITTEE
TERMS OF REFERENCE AND ANNUAL WORKPLAN

1.0	SUMMARY
	<p>To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the responsibilities and building resources and all matters related to the health, safety and wellbeing of pupils, staff and visitors (including proper planning, monitoring and probity).</p> <p>To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.</p>
2.0	MEMBERSHIP & QUORUM
2.1	Membership of the Committee will be at least five members of the Governing Body, with a quorum of four. The Committee is to include the Principal or his/her representative. The Chair and Vice Chair are ex officio members of the committee.
2.2	The Committee will have the right to co-opt up to a further two individuals who are not members of the Governing Body, and to invite any other individual to attend and speak at all or part of any meeting. Such members will not have voting rights
2.3	Any employee of the school, other than the Principal or his/her representative shall be disqualified from attendance for the discussion of any item relating to the pay or performance review of any person employed to work at the school.
2.4	At the first meeting of the Committee in each school year, the Committee will elect a Chair and Vice Chair for the following 12 months from its membership.
3.0	TERMS OF REFERENCE - HEALTH AND SAFETY, PREMISES AND SAFEGUARDING
3.1	Review the school's Health and Safety and Premises policies.
3.2	Monitor the implementation of the Health and safety and premises and policies: <ul style="list-style-type: none"> a) Review progress of their implementation, b) Agree appropriate amendments for approval by the Governing Body.
3.3	Receive and review updates on Capital Works projects, and to inform the Finance and Personnel Committee about the financial aspects included in the matters being considered by them, such as impact on Capital expenditure
3.4	Review the arrangements in place to monitor the condition and suitability of the school premises (buildings internally and externally, and grounds).
3.5	Review the maintenance action plan in place, considering whether the action identified is deemed to be suitable and priorities identified are appropriate. Monitor implementation of the action plan.
3.6	Receive and review a Health and Safety update, including statistics for incidents in the reporting period, and information on compliance matters e.g. portable appliance testing, etc. Monitor implementation of any actions identified by the Committee.
4.0	Committee Administration
4.1	Any member with an interest in a matter for discussion should declare that at the beginning of the meeting, or as soon as the interest become apparent and shall withdraw for discussion of that item and not take part in any vote.
4.2	A clerk will take minutes of each meeting and circulate these to all governors. In general, all meetings will be no longer than 2 hours. Minutes of all meetings will be submitted to the main governing Body for consideration.
4.3	The Committee will normally meet at least twice per term and otherwise as required by the Governing Body,

5.0 ANNUAL WORKPLAN

Autumn term	Spring term	Summer term
Review Policies (3.1) <ul style="list-style-type: none"> • Monitor staff training (4.3) • compliance audit/risk assessment (3.3) • Monitor governor • Review H&S incidents • Review Risk Register 	<ul style="list-style-type: none"> • Monitor compliance (3.2a) • Review Policies (3.1) • Review H&S incidents • Review facilities • Review Asset Management Plan (maintenance action plan) • Review Risk Register 	<ul style="list-style-type: none"> • Monitor compliance (3.2a) • Review Policies (3.1) • Review roles and responsibilities (4.1) • Review other procedures • Review H&S incidents • Review Business Continuity Plan • Review Risk Register

Approved by the Committee on

Approved by the FGB on