



## **Appendix H&S Policy Schools Health and Safety Committee**

### **Terms of Reference**

#### **Purpose of the Health and Safety Committee**

The purpose of the Academy Health and Safety Committee is to ensure effective controls, monitoring and staff engagement in health and safety matters across schools, are in place.

#### **Role of the H&S Committee**

The role of the Health and Safety Committee, per the Health and Safety Policy is to:

- 1 Oversee all risk assessments and their monitoring and renewal
- 2 Ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
- 3 Ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them;
- 4 Ensure that staff are consulted appropriately on issues that affect them,
- 5 Ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the Trust and local governing body on a termly basis.
- 6 Oversee any statutory reporting.

#### **Standing Agenda Items**

The standing agenda items of the committee are:

- 1 Dates of Health and Safety Committee meetings that term and brief note of the key actions
- 2 Health and Safety audits/inspections during the term and the key findings
- 3 Health and Safety training undertaken during the term

- 4 Accident reporting: Broken down into staff, pupils, visitors, contractors; number of reportable incidents and a summary, number of non-reportable incidents and a summary; number of near misses and a summary. Summary of any new controls put in place as a result.
- 5 Planned preventative maintenance programme-update for the term.
- 6 Fire drills and any resulting actions.
- 7 Health and Safety insurance claims.
- 8 Other relevant matters relating to health and safety.

## **Reporting**

Per the Health and Safety Policy, at the end of each term, schools should provide a written summary report to the CEO/COO and LGB. The report should follow the format above under agenda items. A template is provided as appendix 1

## **Membership**

The committee will be made up of the number of staff with appropriate knowledge and experience deemed appropriate by the Principal/Head for the size and complexity of the school.

## **Chair**

The Chair of the Committee shall be the Principal/Head of School or another senior member of staff.

## **Quorum**

The meetings will be quorate when at least fifty percent of the participants are present.

## **Meetings**

The Committee shall meet a minimum of once a term or more frequently as if deemed necessary.

## **Review**

This Terms of Reference shall be reviewed and approved by the Trust Executive Team annually.

**Executive Approval: September 2021**