

March 2016
Health and Safety Committee – Terms of Reference

The governing body's responsibilities for health and safety is carried out by a Health and Safety Committee.

Objectives

The objectives are:

- Prepare and review Health and Safety Policy
- Study accident reports and statistics
- Examine safety inspection reports
- Analyse and implement information provided by the LA
- Develop safe systems of work
- Determine risk assessments
- Promote and review safety culture
- Communicate health and safety issues to all concerned
- Identify training requirements
- Act as a school safety forum

1. The Committee will consist of at least 5 members of the governing body.
2. Non-voting participants will be invited to meetings by the committee as and when required.
3. The governing body will elect the committee chair from the governor members of the committee.
4. Minutes and agendas will be administered by the school's Business Support Team. Minutes will only be distributed after agreement by the Chair of the Committee.
5. Quorum - The quorum shall be a minimum of 3 governors.
6. Meetings - The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and the minutes presented for the next meeting of the governing body.
7. The committee shall meet once a term or otherwise as required.