Sheepy Magna Church of England Primary School
Terms of Reference – Health, Safety and Premises Committee

Membership

1. The membership will consist of no fewer than 4 governors, the Head/Principal and Bursar.
2. The committee may have additional members who support the activity but who do not participate in any voting.
3. There will be a chair for these meetings agreed by the membership.
4. Minutes will be taken by someone nominated for the purpose from the committee.

The committee can only function if there are a minimum of 3 governors present.

The committee will meet at least once every term. It can agree to meet more frequently if this is seen as necessary.

What the committee will do and how it will operate

- To ensure that all policies and procedures relating to health & safety and premises are reviewed and amended where appropriate.
- To contribute to the School Development Plan and ensure that long term projects adopted by the governing body are detailed in the plan.
- To have the delegated power to make decisions in relation to premises, health and safety issues.

Health & Safety

- To assist in the formation and review of the School Health and Safety Policy, associated arrangements, risk assessments and codes of practice including those dealing with school/college security and safety and ensure that procedures for implementing the health and safety policy are in place and followed.
- To ensure that an annual risk assessment of the premises is carried out, to make regular assessments of any risk factors which may put the health, safety and welfare of staff, students and visitors at risk and to monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.)
- To ensure that fire drill and evacuation is held at least once a term.
- To review the security requirements of the school annually.

Premises

- To work with the Head in developing a long term plan for improving the facilities and school premises for staff, students and any other visitors or users of the premises.
- To place proposals to the governing body for an annual maintenance and decoration plan.
- With the Head and any appropriate staff to ensure that maintenance and decoration, in line with agreed financial allocations is carried out.
- To monitor the conditions of the school premises and grounds regularly and report to the governing body on general repair and maintenance.
- To recommend to the governing body reasonable adjustments to premises to improve disabled access.
- To consider the lettings policy and charges and advise the governing body on such matters.