

St Vincent de Paul Catholic Primary School



Terms of Reference – Health and Safety Committee

Membership: minimum three governors

Quorum: Three

1. The committee will consist of at least **three** members of the Governing Body. In addition, the Chair of Governors and the Headteacher will be ex officio members of the committee.
2. The Health and Safety Committee is required by the regulations to be clerked.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.
4. The committee may, if they so wish, propose suitable persons from the Governing Body to be co-opted to the Committee and non-voting members to provide additional expertise.
5. The committee shall not be quorate unless three members of the committee are present.
6. All Governor members of the Committee shall be entitled to vote. The Chair does not have a casting vote. Non-Governors, either co-opted or visiting are not entitled to vote.
7. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposals or alternatives to debate and decide upon.
8. Minutes will be circulated to all members of the committee as soon as possible after the meeting, and to all governors with the agenda of the next Full Governing Body meeting.
9. The committee will meet in advance of each Full Governing Body meeting and at other times as they see fit.
10. The committee will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate.
11. The committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
12. The membership of the committee will be determined at the first meeting of the Governing Body in the autumn term. The terms of reference of the committee will be reviewed at least annually.
13. Progress on the delivery of specific objectives will be reported to governors termly as follows:
 - those related to staff will be addressed by the Resource Committee
 - those related to pupils and parents will be addressed by the Resources / Safeguarding / Teaching and Learning Committee, as appropriate
14. The normal procedures and regulations of the Governing Body also apply to the committee.

15. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.
16. On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:
 - a. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
 - b. To monitor and revise the premises elements of the Accessibility Plan.
 - c. To make recommendations to the Resources committee regarding health and safety issues as they arise.
 - d. To be aware of the respective responsibilities of governing body, LA and Westminster Diocese in relation to premises, to ensure that any party is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
 - e. To review the findings of the annual health and safety audit and report on it to the governing body.
 - f. To ensure that the school complies with health and safety regulations.
 - g. To seek advice from the LA and Westminster Diocese as appropriate.
 - h. To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
 - i. To monitor the implementation and impact of risk assessments.
 - j. To review and monitor the risks pertaining to school journeys, visits and other off-site pupil activities and specific on-site activities eg. Learning outdoors, pupil break-times, PE lessons, management of visitors, vehicular and pedestrian site access.
 - k. The committee will monitor GDPR compliance in all aspects of data protection in accordance with legislation.
 - l. To ensure that the school use and are compliant with Statlog, following guidance from Westminster
 - m. To ensure compliance with the Model Protocols for Maintained & Academy Schools document (September 2018) and in particular section:

Section 20: DIOCESAN PROTOCOLS on CAPITAL ASSET MANAGEMENT
Protocols 3 & 4*

Approved by Full Governing Body in October 2021

*** Protocol 3** The Occupier must maintain the assigned School Premises in Good Order and produce, on direction from the Trustees, information relating to planned and reactive maintenance (historical, current or planned). Such information may include, the Strategic Maintenance (7 Year) Plan and evidence of planned budgetary maintenance investment and historical maintenance expenditure.

*** Protocol 4** When considering Capital Works, the Occupier must comply with any Policies, Standing Orders and Financial Regulations issued by the Trustees relating to the Management, Financing and Procurement of Capital Works Projects. In addition, the Occupier is responsible for compliance with all legislation, regulation and Statutory Guidance relating to Health and Safety and Construction Design and Management (CDM).