

## TERMS OF REFERENCE FOR H&S COMMITTEE

The following are viewed as the basic issues that need to be considered when setting up a Committee which will oversee health and safety in schools.

### THE FINANCE COMMITTEE HAS RESPONSIBILITY FOR HEALTH & SAFETY OVERSIGHT AT BROMLEY HEATH INFANT SCHOOL.

#### MEMBERSHIP

Health & Safety is a management function but these committees can also prove very effective as a means of consultation and communication with staff.

Ideally membership should include Management representative who attends SMT, H&S Coordinator if different and H&S Governor .

Some schools have ended up with a School H&S Committee,

#### QOURUM

Providing a member of the school management team, a governor and the school H&S Coordinator is present the committee is able to make decisions.

#### ACTIVITIES

The committee will:

- a) Approve or recommend approval to the full governing of the School **H&S Policy** and keep it under regular review.
- b) Receive copies of **H&S Information** sent to schools. Information to come to the group will include copies of school safety news, notification of H&S Manual updates, any requests for H&S information and any other relevant information.
- c) Prioritise health and safety work to be carried out and set timescales for such work. Where funding is required will make recommendations to relevant committee or allocate funding from H&S Budget.
- d) Receive information on all reportable accidents, incidents and instances of violence and can request additional information be provided as see fit. Will also be able to inspect any areas where incidents have occurred or machinery and equipment are involved.
- e) Approve or recommend approval of policies or procedures which aim to address health and safety related issues. These will include medical needs, school trips, work experience.
- f) Be advised of all school trips and ensure that appropriate risk assessments are undertaken.
- g) In liaison with H&S Coordinator to check that supplemental safety policies and risk assessments are in place and up to date.
- h) To undertake or ensure safety inspections are undertaken three times a year.

i) Will produce an annual report to the full Governing Body in the form of a position statement.

#### **LINKS TO OTHER COMMITTEES**

In most cases the Committee with responsibility for H&S oversight will report to the meetings of the full governing body.

#### **REVIEW**

The terms of reference and operation of the committee will be reviewed regularly to ensure it reflects the needs of the school.

Approved: \_\_\_\_\_

Signed: \_\_\_\_\_ Chair of Finance Committee

Review date: July 2011