**BACUP AND RAWTENSTALL GRAMMAR SCHOOL**

**Sub-Committees of the Governing Body – Terms of Reference**

Health and Safety and Buildings Sub-Committee

1. The Health and Safety and Buildings Sub-committee (“the **Sub-Committee**”) is a committee established by the Governing Body.
2. The Sub-Committee shall comprise at least five governors, including the Head and the School Business Manager. Non-governors may be co-opted onto the sub-committee but shall have no voting rights.

1. The quorum for a meeting of the sub-committee shall be three governors or one third of the membership (rounded up to a whole number), whichever is the greater.
2. The Sub-Committee shall annually appoint a Chair for meetings of the Sub-Committee.
3. The purpose and responsibilities of the Sub-Committee is to:
   1. receive each term the relevant Health and Safety report and advise as necessary
   2. provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and Health and Safety
   3. monitor compliance with the Health & Safety policies, Fire Safety precautions and statutory obligations under the Health and Safety at Work Act 1974.
   4. ensure that arrangements are in place for the dissemination of Health and Safety information to all site users, including staff, pupils and visitors
   5. monitor accident reports and emergency procedures
   6. undertake a regular audit of risk assessments examine safety inspection reports and make recommendations where remedial action is required
   7. recommend the use of the premises and grounds outside Academy sessions with regard to the lettings and charging policy
   8. inspect the premises on an annual basis and prepare a planned and costed statement of priorities
   9. ensure the responsibilities of the Governing Body under the Environmental Protection Act are met
   10. advise the Governing Body on environmental issues to ensure the Academy is acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community
   11. review the short, medium and long term building plans
   12. review Premises Management procedures to ensure compliance with legislation and regulations
   13. reviewing or investigating any other matters referred to the Sub-Committee by the Governing Body.
   14. drawing any significant recommendations and matters of concern to the attention of the Governing Body.
   15. the committee will have regard to all matters relating to access under the Disability Discrimination Act 1995.
4. In the academic year 2019/20, the Sub-Committee shall comprise:

Mr B Lynch (Chairman)

Mr D Cain

Mr. L Crichton (co-opted)

Miss E Gauntlett (co-opted)

Mrs. D. Grundy

Dr. C. Merrifield

Mr A Porteous (Headmaster)

Mrs. S. Taggert (co-opted)

Mr. M. White

7. The Governing Body shall annually review the constitution, membership and terms of reference for the Sub-Committee.