

## Duke Street Primary School – Premises, Health & Safety Committee

### *Terms of Reference*

#### **Membership**

The Committee shall consist of a minimum of 5 Governors.

*The Committee will elect a Chairperson from within its own membership.*

Non-voting participants may be invited to meetings by the Committee as and when required.

The membership of the Committee shall be reviewed and determined annually by the Governing Body.

#### **Quorum**

The quorum shall be at least half of the total committee membership.

#### **Meetings**

The Chairperson shall be responsible for convening meetings of the Committee.

The Committee shall meet at least once a term and otherwise as required.

#### **Responsibilities**

- a) To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
- b) To inspect annually, the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
- c) To advise the Governing Body on major projects deemed to be necessary or appropriate.
- d) To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body, are progressed, and where appropriate that the payments are made.
- e) To act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.

- f) To monitor the maintenance and upkeep of the school premises and grounds.
- g) Where it is the responsibility of the Governing Body, to make recommendations to the Governing Body on the appointment of consultants or the providers of premises related services.
- h) To determine the use of the school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
- i) To provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
- j) To ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
- k) To review the school's Health and Safety Policy as and when required and to advise along with the Headteacher, the Governing Body with regard to its compliance with Health and Safety Regulations.
- l) To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
- m) To ensure the school complies with Health and Safety Regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
- n) To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
- o) To examine safety inspection reports and to make recommendations where remedial action is required.