Lambrook School

Health and Safety Committee Terms of Reference

ROLE

This committee is responsible on behalf of the Governing Body to ensure the school provides a safe and healthy environment for pupils, staff and visitors.

COMPOSITION

The Committee shall consist of:

1. The Governor nominated by the Governing Body to oversee Health and Safety on behalf of the Governing Body.
2. The Senior Master with responsibility for Health and Safety.
3. The Bursar.
4. Any staff on the SMT deemed to have specific responsibility for Health and Safety.

A quorum is at least three including two of the Governor, Senior Master and the Bursar.

MEETING FREQUENCY:

The Committee will normally meet once a term.

TERMS OF REFERENCE:

The committee shall:

1) Have executive powers to:
   a) Monitor issues of Health and Safety at Lambrook School.
   b) Review and amend the Health and Safety Policy annually for recommendation to the Governing Body.
   c) Advise the Headmaster where deemed necessary to take action to ensure the safety of all pupils, staff and visitors with regard to the building and grounds.
   d) Consider improvements or replacements to the buildings and grounds that are necessary or desirable with regard to Health and Safety for recommendation to the Governing Body via the Finance and General Purposes Committee.

2) Advise the Governing Body on priorities regarding Health and Safety, for the maintenance and development of the school’s premises.
3) Ensure that staff well-being is given due consideration.

4) Ensure that the procedures mentioned in the school's Health and Safety Policy are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents. The Health & Safety Policy will be reviewed annually.

5) Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.

6) Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.

7) Oversee procedures which ensure the health and safety of outside users of the school premises or for extended services, subject to governing body policy.

8) Keep under review the Accessibility plan.

9) Ensure the security of school premises.

10) Review the accident register and report termly to the committee. Additionally the Chair of H&S committee to review accident register annually.

11) Review issues concerning the swimming pool, grounds, fire safety and relevant staff training at least annually.

12) Annually review the Health & Safety training delivered across the school

13) Promote a positive and pro-active Health & Safety culture