

Thongsley Fields and St. Peter's Local Governing Body

Health and Safety Committee (St Peter's School)

Terms of Reference

2024-2025



1. Purpose

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all stakeholders and others who may be affected by the school's activities.

2. Membership

The Health and Safety Committee will be chaired by the member of the Senior Leadership Team with responsibility for premises. Membership of the Committee comprises:

- The member of the Senior Leadership Team with responsibility for premises (Chair)
- 1 Governor (appointed by the Local Governing Body)
- 3 Heads of Faculty/Department (Heads of Faculty of Creativity and Enterprise, Science and Computing and Head of Department for Physical Education)
- Union representation is welcome, but may not vote.

The Head Teacher may be an ex-officio member of the Committee.

3. Meetings

At least 7 days before each meeting, an agenda, and any associated documentation, prepared by the Clerk to the Committee in consultation with the Chair of the Committee and Head Teacher, will be circulated. Members of the Committee wishing to include items on the agenda should consult the Committee Chair at least two weeks before the date of the next meeting.

The Clerk to the Governors will take minutes at each Committee meeting. These will be agreed by the Chair and circulated to all Governors prior to the next meeting. The unconfirmed minutes will be included on the agenda for the next Local Governing Body meeting at which the Committee Chair may give a report on the work of the Committee.

The quorum for meetings shall be **3** members of the Committee.

The Health and Safety Committee will work closely with the Governors, particularly with regard to inspections of the premises.

In the autumn term, the Health and Safety Committee will submit an annual report to the Local Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the previous year and will suggest health and safety targets and priorities for the forthcoming year.

4. Responsibilities

https://catrustorg-my.sharepoint.com/personal/lbarr_stpetershuntingdon_org/Documents/Documents/Governors/Terms of Reference/2024 2025/Health and Safety committee.docx

The functions of the Health and Safety Committee are to:

- ensure the safety of all stakeholders
- study accidents and notifiable diseases, statistics and trends;
- consider available external reports e.g. condition survey or those provided by safety representatives or enforcement authorities;
- assist in the development of school safety rules and safe systems;
- monitor Risk assessments;
- provide advice to the Local Governing Body on health and safety issues;
- advise on the review and revision of the Health and Safety Policy;

Reviewed: July 2024
Next review: July 2025