

**SILVERHILL PRIMARY SCHOOL
HEALTH & SAFETY COMMITTEE -
REMIT AND TERMS OF REFERENCE**

Agreed - H & S Committee Meeting - 11 October 2016
Amended and Agreed - Full Governors - 19 September 2017

Remit

Findings to go to the Governing Body for approval and action

To meet when necessary to discuss matters that have arisen and need further consideration as recommended within the Full Governors meeting. This will incorporate matters associated with the following:

- To discuss and evaluate matters relating to health and safety and the security of the premises and its occupants
- To monitor the use and suitability of the premises in relation to the above
- To contribute as required to LA asset management planning arrangements
- To procure and maintain buildings including developing properly funded maintenance plans
- To approve/amend policies as appropriate to the committee, such as, but not limited to:
 - Health and Safety
 - Risk Assessments
 - Emergency Procedures
 - Accessibility Plan (required by law)
 - Data Protection
 - Freedom of Information

Terms of Reference

The Committee will:

- At the first governance meeting of each academic year:
 - make recommendation on the appointment of Committee Chair
 - review the terms of reference and remits for the committee (unless already reviewed by the Governing Body)
 - report on these matters to the next meeting of the Governing Body.
- Ensure that there is a Clerk at each meeting and Agenda/Minutes are produced and distributed at the next meeting of the Governing Body
- Meet half termly and when required
- Operate with a quorum of 3 governors (staff governors not to exceed non-staff governors)

Membership

Mrs Sima Ali-Syed (Chair)
Mrs Claire Hunter
Mr Steve Burley
Mrs Amanda Baxendale-Newbury (Chair)
Mr James Hayward
Mrs K Nash (Headteacher and Health & Safety Rep.)
Mr Jason Coupland

Invite attendance by other governors/staff as required -

Clerk: - minutes to be taken by Mrs S Gratton

Signed Date
Chair of Governors