

WATLING LOWER SCHOOL

GOVERNING BODY BUILDINGS, HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

SITES AND BUILDING

Membership

The Committee shall consist of not less than three governors, plus the Headteacher. The Committee shall have such co-opted non-voting members as the Governing Body shall appoint (e.g. Site Agent/Caretaker). The Committee may make recommendations for these appointments.

Quorum

The quorum shall be three.

Meetings

The Committee shall meet once a term or otherwise as required.

Terms of Reference

- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- Annually, in the first half of the Spring Term, to inspect the premises and grounds to prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
- To approve the costs and arrangements for maintenance, repairs and redecoration to a limit of one thousand pounds per item, subject to budgetary constraints and as agreed by the Headteacher.
- To monitor the preparation and implementation of contracts.
- To ensure that the school complies with health and safety legislation and relevant LEA guidance.
- To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
- To ensure any necessary liaison with the local authority's Property Services Department.

HEALTH AND SAFETY

- To assist the Governing Body and Headteacher to discharge their responsibilities under the Health and Safety at Work etc. Act 1974* and other relevant legislation in collaboration with the LEA.
- To consider the LEA's policies on health and safety and recommend policy for the school for adoption by the Governing Body.
- To ensure that the necessary school management organisation is in place to implement the policy.

- To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
- To ensure staff are appointed to carry out the provisions of the health and safety policy and provide them with adequate information, instructions, training and time to enable them to discharge their duties.
- To recognise the role of safety representatives belonging to a recognised trade union. Provide such information and time for them to carry out their health and safety function as specified by Regulations.

* The Health and Safety Commission's pamphlet 'The Responsibility of School Governors for Health and Safety' sets out these responsibilities in some detail.

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