



The Lune Valley Federation of Leck St Peter's & Hornby St Margaret's C.E. Primary Schools

Terms of reference for the Premises, Health & Safety Committee

Membership

The Committee shall consist of at least 4 members of the governing body. The headteacher is a member of the Committee.

The Committee will elect a chairman from within its own membership.

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

The committee shall have such co-opted, non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum

The quorum shall be 3 members, including the headteacher, but excluding any co-opted non-voting members.

Meetings

The chairman shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.

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 progressing, 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 provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
- (i) To ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
- (j) 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.
- (k) To monitor accident reports, fire and water testing reports and where appropriate recommend and take advice on remedial action.
- (l) 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.
- (m) To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
- (n) To examine safety inspection reports and to make recommendations where remedial action is required.
- (o) To monitor and take action on other policies included on the management timetable

Decisions over expenditure will be made in consultation with the finance committee.

Signed.....

Date.....

Chair of the Premises, H &S Committee