**Health & Safety Working Group: Terms of Reference**

**Membership:**

* Member of the Senior Leadership Team
* Site Manager
* High Risk Subject Department Head or representative (Science, PE, DT and Site Team)
* A representative for Teachers
* A representative for Support staff
* A school Governor

**Quorum:** Three which includes the chair and two other representatives

**Meetings per year:** Three (once per term)

**Purpose:**

This Group has been established with the purpose of developing and managing the School’s health and safety policy and strategy. The Group also monitors the health and safety performance of the School, reviews incidents and provides a forum for obtaining input from management and representatives of the staff on the development and direction of health and safety at the school.

The provisions for health and safety extend to the school staff, pupils, visitors and others to ensure they are kept safe. Everyone has a responsibility to ensure the safeguarding and welfare of pupils.

Reference to health and safety includes school responsibilities in respect of fire safety.

**Terms of Reference:**

1. To monitor and review health and safety performance to improve health and safety management and maintain a positive health and safety culture.
2. To review and make recommendations on relevant health and safety policies and strategies before executive approval by the Personnel/Finance Committee.
3. To consider reports, safety audits and inspections following investigations of significant accidents/incidents/failures, and progress with addressing the significant findings. This may include internal reports and external reports from Judicium, the recognised trade union, enforcing authorities and others, including the Health & Safety Executive (HSE), OFSTED and Insurance providers.
4. To consider the implementation and completion of health and safety related training which supports the development of a positive health and safety culture where safe and healthy working become second nature to everyone.
5. To submit an annual report to both the Finance Committee and Personnel Committee summarising the work of the Group.

**Reports to:**

* Finance Committee
* Personnel Committee

**Agenda and Action Logs:**

A standard agenda is developed and copies of the action logs are published on the schools intranet.

**Agenda:**

1. Apologies for absence
2. Minutes of previous meeting
3. Consideration of health and safety training
4. Consideration of significant accident/incident/failure investigation reports
5. Consideration of relevant reports including audits and inspections
6. Consideration of any changes in the workplace affecting the health, safety and welfare of staff, pupils, visitors and others
7. AOB
8. Date of next meeting - reminder only as pre-set