

St George's Church of England Primary School, Barrow-in-Furness

Terms of Reference: Health and Safety Committee

i) Aims of Health and Safety Committee

- Review health, safety and welfare matters and policies
- Scrutinise of accident statistics and ill health /sickness absence data
- Examination of external and internal premises and act upon findings
- Review of Health and Safety Training for Staff
- Agree recommendations to improve the health, safety and welfare of staff eg; strategies aimed at tackling workplace stress
- Review Risk Assessments
- Ensure regular health and safety inspections take place according the school's health and safety policy and receive reports on such checks

ii) **Chair and Term of Office**

The **Health and Safety Committee** will elect their chair at first meeting of each academic year. 1-year term.

iii) **Working Arrangements:**

- **Frequency of meetings:**

A meeting is to be held four times an academic year and three weeks prior to the full governing body meeting.

- **Timing & Duration of meetings**

Timing and duration should give due consideration to "Workload Agreement" and, as far as possible be held within staff working hours subject to availability of governors.

- **Minutes**

Minutes are to be taken at the meeting and distributed to the member of the sub-committee with 7 days of the meeting. They should specify identified actions, responsible member and deadline target date by which the action is to be completed.

- **Report to Full Board**

Feedback of the outcomes of the meeting are to be presented by the sub-committee chair at the full governing body meeting.