MARJORY KINNON SCHOOL

"We will ensure the continued safe and healthy Environment for all school users"

HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE 2026-27

GOVERNANCE ADMINISTRATION

Membership

The committee shall consist of up to 6 governors plus the Headteacher or delegate(s) and, where appropriate, associate members and such other persons as the committee may determine to provide specific expertise and or skills. If the GB require an expert view they will invite an appropriate person to a committee meeting to give the benefit of their wisdom.

Associate Members

The committee shall have such co-opted voting members as the governing body shall appoint. The committee may make recommendations for these appointments, which may include school staff members as the Headteacher shall determine in consultation with colleagues.

Other Attendees

Such other persons, that the Governing Body or committee determines, can attend committee meetings. The committee may exclude persons 'in attendance' from any part of its meeting when the business under consideration concerns an individual member of staff or pupil. Persons 'in attendance' will have no voting rights.

Quorum

The quorum shall be three governors. The meeting will not take place unless the Headteacher or their representative is present.

Meetings

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

Restrictions on Persons Taking Part in Proceedings

Where in relation to any matter (i) there may be a conflict between the interests of a relevant person and the interests of the governing body; (ii) a fair hearing is required and there is any reasonable doubt about a relevant person's ability to act impartially, or (iii) a relevant person has a pecuniary interest, that person, if present at a meeting of the school at which the matter is the subject of consideration, must disclose their interest, withdraw from the meeting and not vote on the matter in question.

Staff governors must withdraw and not take part in discussions relating to (i) the appraisal or pay of any school employee (including the Headteacher) or (ii) any discussions where they have a personal interest in the outcome.

Chair of Committee

The Chair and Vice-Chair to be nominated by the Committee and ratified at the first meeting of the Full Governing Body each year.

Cases of Urgency

The governing body will conduct all its business through its schedule of meetings, except where, in the Chair's opinion, a delay in exercising a function of the governing body is likely to be seriously detrimental to the interests of a) the school; b) a pupil at the school (or their parents); or, c) a person who works at the school. Cases of urgency may be dealt with by the Chair of Governors, in consultation with the Chair of the Committee and Headteacher and any action taken or decision made reported to the Full Governing Body.

The Governing Body's Responsibilities

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. The governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve their full potential and maximise their life chances, choices and opportunities. Consequently, all committees will:

1. Receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. Contribute to, monitor and evaluate relevant parts of the Self-Evaluation Framework (SEF), the School Development Plan (SDP) and the policies allocated to them, reporting or making recommendations to the Full Governing Body.

3. Consider recommendations from relevant external reviews for example audit, Ofsted or Local Authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the Full Governing Body.
4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them.
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. (See Annex A for information re the General Equality Duty).
6. Take appropriate action on any other relevant matter referred by the governing body.

Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Voting Rights of Associate Members on Committee

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

STRATEGIC FOCUS OF THE HEALTH & SAFETY COMMITTEE

Accountability

The Health & Safety Committee will monitor and evaluate the management of risk within the school and the extent to which the pupils, staff and visitors are kept safe in the school. It will promote the best possible standards of maintenance and estate development, ensuring the school provides a high-quality learning experience and delivering as strong as possible set of learning outcomes in keeping with the school's aims, all pupil needs and legal requirements.

The Health & Safety Committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration. Governors will engage in termly site inspection walks of the school estate and meetings with relevant staff and shall periodically test the evidence based of the school's risk management. They will submit to the school and the Chair of the committee, within seven days of a site inspection walk, a report on their observations. The Chair will produce a summative document, to be submitted to the school.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the SDP notably:

- Monitor and evaluate risk management, health and safety and emergency procedures including risks associated with educational visits, the use of technology, online activity, cyber security and digital safeguarding, ensuring that necessary checks, risk assessments, policies and procedures are in place and followed.
- Draw up medium and long-term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the governing body.
- Establish a long-term plan for the development of the school site and its activity in order that the school moves to the most efficient and sustainable operating model possible which is an exemplar of best practise in estate management.

A full and comprehensive list of the Committee's key priorities can be seen in Annex B.

Policies

The committee will ensure the timely review and ratification of all statutory and non-statutory policies and documents, including those required by legislation or as agreed by the FGB. These responsibilities are defined within the Governance Policy Register Schedule.

The statutory and non-statutory policies and documents due for review in each academic year along with the planned agenda items for the meetings scheduled in that period will be presented to the Committee at the first meeting of each academic year.

Annex A

The General Equality Duty

A school must consciously consider (have due regard for) their need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010.
- b) advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- c) foster good relations across all protected characteristics - between people who share a protected characteristic and people who do not share it.

Protected characteristics

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Age and Marriage and civil partnership are protected characteristics, but they do not apply to pupils in schools.

Annex B

The Health & Safety Committee's Key Priorities are to:

- Consider and advise on school policies for health, safety and welfare, both statutory and otherwise, and monitor and review their effectiveness.
- Provide guidance to the governing body, and support for the Headteacher, on all matters relating to health & safety, including the school premises, grounds and security.
- Monitor compliance with statutory premises requirements including fire safety, asbestos management, legionella control, gas safety, electrical safety and accessibility obligations.
- Contribute towards the School Development Plan in respect of health & safety issues, by developing annual health and safety specific objectives against agreed measurable targets.
- Progress the Accessibility Plan.
- Monitor the preparation and implementation of premises contracts, energy conservation, rolling programmes, etc.
- Monitor the implementation of health and safety legislation within the school.
- Monitor the effectiveness of arrangements for online safety, cyber security and digital safeguarding, ensuring that appropriate filtering and monitoring systems are in place, regularly reviewed and aligned with safeguarding and child protection procedures.
- Review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- Promote health and safety training in the school at all levels and to ensure that appropriate emergency procedures are in place.
- Receive detailed reports of investigations in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- Consider reports of formal audits and such other reports as may be submitted.
- Ensure that regular health & safety inspections take place according to the school's Health & Safety Policy and to receive reports on such checks.

- Consider and keep under review building work which will need to conform to good health, safety and welfare practice.
- Keep under review communications and publicity relating to health, safety and welfare in the school and where necessary to recommend any improvements or changes.
- Monitor the school's sustainability objectives and environmental impact in relation to estate management, energy use and carbon reduction initiatives.
- Consider reports and factual information provided by inspectors of the enforcing authority under the Health & Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
- Consider relevant health, safety and welfare matters raised by members of the Committee and the school community.
- Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.
- Liaise with other committees through the Chair.