

GORSEYBRIGG PRIMARY SCHOOL AND NURSERY

Health and Safety Committee

1. MEMBERSHIP

- 1.1 To comprise of a minimum of 3 Governors, as delegated by the full Governing Body at the first ordinary meeting of the school year.
- 1.2 Any member of the Governing Body may attend the Committee.
- 1.3 The Senior Area Education Officer or his representative shall be entitled to attend meetings, unless the full Governing Body resolves to exclude him/her.
- 1.4 The full Governing Body may invite non-Governors to attend Committee meetings but non-Governors shall not vote on any issue.
- 1.5 Those with a direct personal interest at any time in the business of the meeting may be advised by the Chair to withdraw from the meeting.

2. TERMS OF REFERENCE

- 2.1 To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school Health and Safety Policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school. To consider health and safety implications relating to Governing Body decisions and make recommendations to the Governing Body. To receive an annual report relating to health and safety and report this back to the Governing Body. To carry out periodic health and safety inspections with the school management. To monitor health and safety performance on an ongoing basis.

3. RESPONSIBILITIES

Headteacher

- To be responsible for the day to day health and safety arrangements in the school.

4. FREQUENCY OF MEETINGS

- 4.1 To meet at least three times each year.
- 4.2 To meet at any time at which there is a need to do so, or when requested by the full Governing Body.

5. ARRANGEMENTS

- 5.1 Members of the Committee to receive 7 days' written notice of meetings.
- 5.2 At the first meeting of the year of the full Governing Body, a Committee Chair and Clerk will be elected.
- 5.3 Meetings to be minuted by the Clerk to the Governors or by one of the governors present, not the Headteacher, and signed minutes to be kept as a record. Minutes should be submitted to the full Governing Body.
- 5.4 It will be considered a quorum when 3 members are present.
- 5.5 Committee to report to the Governing Body following Committee meetings.
- 5.6 A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the Committee.