



# ALEXANDER HOSEA PRIMARY SCHOOL

*'Roots to grow, wings to fly'*

## **Terms of Reference for Health, Safety, Welfare and Premises Committee**

### **Health and Safety**

- To ensure appropriate action is taken on advice and guidance received from the Local Authority and/or other reputable sources and to ensure the school has appropriate policies, which are subject to regular monitoring and review, in place regarding:
  - Staff and Pupil Health and Safety
  - Healthy Lifestyle
  - Health and Safety at Work Act compliance
  - Safeguarding/Child Protection (including Safer Recruitment & Data Protection)
  - Acceptable use of IT
  - Premises Management
- To ensure all Risk Assessments are in place and carried out and furthermore appropriate procedures are in place for the management of Educational visits.
- To ensure accidents are reported, recorded and are regularly monitored for trends.

### **Welfare**

- To ensure and oversee appropriate arrangements are in place for the Welfare of Staff, Pupils and all other people on school premises, including outside users, subject to Governing Body policy.
- To monitor and review attendance.
- To monitor and review the specific provision of welfare and support of vulnerable groups.
- To monitor behaviour strategy.

### **Premises**

- To advise the Governing Body on priorities, including Health, Safety and Welfare, for the maintenance and improvement of the school's premises
- To establish and keep under review a Building Asset Management Plan and oversee arrangements for repairs and maintenance.
- To establish and keep under review an Accessibility Plan to promote inclusion.
- To promote safe access to and from the school.
- To undertake regular physical inspections of the school premises, to identify actions and monitor outcomes. To conduct:
  - External inspection – annually
  - Internal inspection – annually
- To ensure appropriate arrangements are in place for Security of the school.
- To make recommendations in consultation with the Head teacher on premises-related expenditure and oversee premises-related funding bids.

To promote awareness to the Full Governing Body and where appropriate recommend training on all matters under the responsibility of Health and Safety committee.

<b>Chair of the Committee</b>	<b>Andrew Hall</b>		
<b>Quorum</b>	3		
<b>These terms of reference agreed:</b>			10 <sup>th</sup> Oct 2018
<b>Review Period</b>	12 Monthly	<b>Date of Next Review</b>	Sept 2019