



PREMISES, HEALTH & SAFETY COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

- 4.1 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.
- 4.2 To comply with and support the Headteacher to implement competent health and safety advice.
- 4.3 To receive and review reports in order to ensure the school is compliant with statutory health and safety regulations.
- 4.4 To review the premises elements of the Accessibility Plan.
- 4.5 To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- 4.6 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: www.caedmonprimary.org

School e-mail address: caedmoncommunityprimaryschool@gateshead.gov.uk

M:\Governors\2024-25\Premises, Health & Safety Committee Terms of Reference.docx



- 4.7 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.
- 4.8 To ensure that the Corporate, Education and school's own Health & Safety policies are brought to the attention of the committee.
- 4.9 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.
- 4.10 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.
- 4.11 To monitor the actions on the school's Health & Safety action plan.
- 4.12 To receive regular reports on compliance with the school food standards as well as take-up of school lunches and financial aspects of school food provision.
- 4.13 To ensure that where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities), appropriate arrangements are in place to keep children safe.

5. Policies

Statutory

- 5.1 To ensure a Health & Safety Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.

Non-statutory - Gateshead – LA/Audit requirement

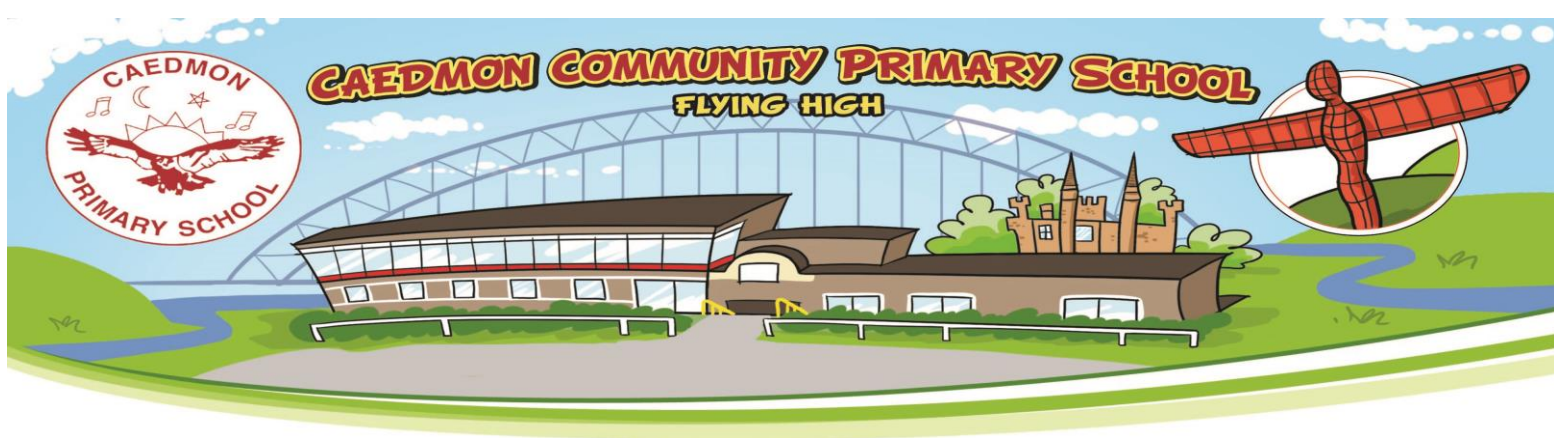
- 5.4 To ensure an Asset Management Plan is established and adopted, and is reviewed and re-adopted annually.
- 5.5 To ensure a Lettings Policy is established and adopted, and is reviewed and re-adopted annually.

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100
 Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: www.caedmonprimary.org

School e-mail address: caedmoncommunityprimaryschool@gateshead.gov.uk

M:\Governors\2024-25\Premises, Health & Safety Committee Terms of Reference.docx



- 5.6 To ensure a Business Continuity Plan is established and adopted, and is reviewed and re-adopted every two years.
- 5.7 To ensure an ICT Policy is established and adopted, and is reviewed and re-adopted every two years.

6. Reporting to the Governing Body

- 6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.



Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: www.caedmonprimary.org

School e-mail address: caedmoncommunityprimaryschool@gateshead.gov.uk

M:\Governors\2024-25\Premises, Health & Safety Committee Terms of Reference.docx