

LANCASTER GIRLS' GRAMMAR SCHOOL

HEALTH AND SAFETY COMMITTEE
Terms of Reference

The Health and Safety Committee comprises:

Governors

Mr T Capper (Chairman)
Mr R Taylor
Miss L Sharples

In Attendance

Miss S Bellin
Mrs J Mason
Mr S Sharp
Miss L Sharples

A quorum will be at least four members (to include at least two Governors).
The Committee to meet six times a year

The terms of reference of the Committee are to:-

- monitor the implementation of Health and Safety policies and safety procedures of staff and visitors and review as necessary
- ensure that there are arrangements for the dissemination of information on Health and Safety matters to all staff and pupils;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- receive reports from the LEA, safety representatives and external Health and Safety agencies; and ensure that appropriate action is taken in response to the reports received;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy;
- monitor the overall provision for risk assessment both in the school as a whole and in individual departments, and report any deficiencies to the Senior Leadership Team, full Governing Body or the Educational Visits Co-ordinator;
- revise Type B Educational visits for approval and to receive the annual report for Educational Visits, including incidents, accidents and near misses.