



## GRAFTON PRIMARY SCHOOL

# HEALTH AND SAFETY AND SAFEGUARDING COMMITTEE

## TERMS OF REFERENCE

### 1. Membership

The membership of the Health and Safety and Safeguarding Committee (the **Committee**) shall be the Headteacher and at least two (2) governors appointed by the full governing body (the **Governing Body**). The Committee shall have such associate members as the Governing Body shall appoint. The Committee may take, and make, recommendations for these appointments. The convenor is the Chair of the Committee.

### 2. Quorum

- a) The quorum shall be three (3) governors.
- b) The Committee shall not meet without the Headteacher being present or a substantive replacement nominated by the Headteacher.

### 3. Responsibilities

- a) Have a named governor with health and safety responsibilities.
- b) Have a named governor with safeguarding responsibilities.
- c) Review and contribute to the School Health and Safety Policy annually. The Chair of the Committee shall sign and date the policy on behalf of the Committee.
- d) Review the school's compliance with Islington's health and safety handbook and safeguarding policies.
- e) Ensure the school's senior management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met:
  - Consider potential risks by ensuring appropriate risk assessment processes are in place;
  - Review and ensure adequate welfare provision for staff; and
  - Monitor performance by checking that:
    - physical controls are in place and working appropriately;
    - staff have done what they are supposed to do; and
    - appropriate procedures are working.
- f) Ensure the school's senior management team has considered specific safeguarding issues and that legal minimum standards are being met, in particular with respect to:
  - The requirements set out in the "Keeping Children Safe in Education" (as published by the Department for Education);
  - Protecting children from radicalisation (the Prevent duty);
  - Female genital mutilation; and

- Equality duty.
- g) Oversee site security arrangements and practice and review them periodically.
- h) In conjunction with the Finance and Premises Committee, monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
- i) Monitor the asbestos register and ensure that it is always up to date.
- j) Monitor and review the policy relating to the effective management of medicine in school.
- k) Monitor and review the School Accessibility Plan.

### **General**

To attend relevant training courses and review available advice to ensure that the above responsibilities are carried out effectively.

#### **4. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Governing Body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Body.

#### **5. Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven (7) days' notice of a meeting.

#### **6. Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting of each academic year. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

#### **7. Stakeholder Collaboration and Use of Technology**

- a) Engage appropriately with stakeholders and, in so doing, ensure stakeholders understand the role, structure and objectives of the Committee and Governing Body.
- b) Whilst ensuring that the participation of governors at Committee meetings is "in person" as far as is possible, the Committee will adapt to the public health situation and governor's work commitments and allow for meetings and/or approvals to be conducted via email, telephone call and/or video conference call, provided that:
  - the Chair of the Committee considers it appropriate for such approval to be made in such manner;
  - such process may only happen twice during an academic school year (provided that if the public health situation prohibits meetings "in person", this requirement may be waived); and
  - it is recorded by the Clerk to the Committee in the relevant minutes of the meeting to which such approval relates.

**APPROVED: 19 October 2020**

**TO BE REVIEWED BY: 18 October 2021**