



Terms of Reference for Trustees' Health and Safety Committee

Chair of Committee: Kate Nicholls

Clerk to the Committee: Kate Nicholls

Membership

One Trustees: one member of the school leadership team, specifically the: Director of Finance/Business Manager, Site Manager, Lead First aider and a representatives from all practical subjects.

Meetings

One per term, at a minimum

Terms of Reference

1. To ensure that the school complies with prevailing Health and Safety Regulations and relevant Code of Practice, and the responsibilities of the board of trustees in relation to health and safety are fulfilled.
2. To ensure the school has a risk management programme and appropriate insurance arrangement in place.
3. To ensure that the school completes an Annual Health and Safety Audit, receive regular updates from the Site Manager on Health and Safety issues and liaise with the Director of Finance/Business Manager and outside agencies.
4. To provide support and guidance for the Headteacher on all health and safety matters.
5. To monitor First Aid including students with Medical needs
6. To report back to the committee any Reportable Incidents/Accidents
7. To liaise with Science (CLEAPPs), Technology and PE and ensure all Health and safety regulations, concerning these departments are adhered to and any queries discussed.