

**TERMS OF REFERENCE FOR THE BUILDINGS / LETTING
AND HEALTH AND SAFETY COMMITTEE**

OF

DEAN VALLEY CPS GOVERNING BODY

Constitution:

The membership of the Committee, will be as designated by the Governing Body. Please be aware that the Headteacher cannot clerk a committee.

A quorum will be at least three members.

The Chair of the Committee will be elected by the members of the Committee.

Associate members do not have voting rights.

TERMS OF REFERENCE:

Buildings / Lettings

1. To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey / Asset Management Plan / advice of the LA.
2. To keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
3. To make recommendations to the Finance Committee for any development works necessary, so that these can be earmarked in the Financial Plan.
4. To liaise with the Headteacher to ensure that safe programmes are in operation for the following work: Building and plant maintenance, site security, cleaning, catering, grounds maintenance and waste disposal. To ensure that current risk assessments are being complied with.
5. To ensure essential tendering arrangements are carried out. To approve the award of tenders. To make recommendations to the Governing Body on the award of contracts.
6. To monitor and approve any lettings, in accordance with the policy of the Governing Body, having regard to any advice from the LA about regulations.

Health and Safety

- 1 To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the County Council / LA specifically. The documents contained in them are consulted and acted upon. These documents are now available on the Cheshire County Council's Intranet
- 2 To liaise with the Headteacher and Chair of Governors:
 - To prepare and review annually (or as necessary), the Health and Safety Policy Statement.
 - To assist in the completion of the annual Health and Safety Report to the Director of Children's Services at the end of the Summer Term.
- 3 To liaise with the Headteacher to ensure that:
 - the school complies with health and safety legislation and LA Health and Safety Policies
 - monitoring occurs of the implementation of agreed Health and Safety Policy
 - risk assessments for all work, carrying a significant risk to health and safety, are in place and reviewed regularly.
 - All plant and equipment is serviced and maintained in accord with health and safety legislation, the LA's insurers and the LA's own policies on servicing and maintenance of equipment
 - A full health and safety inspection of premises is carried out termly and recorded on the Health and Safety Inspection Report Form, followed up and a copy sent to the LA Health and Safety team and to the Health and Safety Committee
 - The recommendations of any health and safety audits carried out by the LA Advisers are followed up and implemented.
 - All accidents, incidents, dangerous occurrences are reported to the LA on the Accident Report Form and if appropriate reported to the Health and Safety Executive. To review all accident reports at least once a term and that appropriate remedial action has been taken.
- 4 To agree the types of educational visits that Governors should be informed about and to recommend agreement on these to the full Governing Body
- 5 To ensure that guidance is available and , if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits.
- 6 To ensure that school is following any relevant procedures, including incident and emergency management systems as advised by the DCFS / LA or Governing Body.
- 7 To discuss, monitor and review these procedures on a regular basis and to make any recommendations to the full Governing Body.
- 8 To ensure that all minutes with decisions and action points are taken at each meeting. To ensure the minutes are available for visiting LA Health and Safety Advisers for audit purposes.