



**Elmlea Schools' Trust**  
**Health and Safety Committee**  
**(sub -committee of Operations Committee)**  
**Terms of Reference**  
**2020/2021**

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**Key Purpose**

As a sub- committee of the Operations committee its purpose is to provide guidance and assist the decision making of the Operations committee, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees responsibility on all Health and Safety matters relating to statutory and legal duties. Any significant remedial works need to go to the Operations committee.

**Membership**

The committee will consist of the Health and Safety Trustee, the Director of Finance and Operations, the CEO, the Deputy heads of both schools, the site managers of both schools and a staff H&S union representative.

The committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues.

**Quorum**

The quorum for each meeting shall be three, in addition the DFO should be in attendance. In the absence of the DFO, the CEO should be in attendance.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless the Trustee is present.

**Meetings**

Meetings to be at least once per seasonal term and otherwise as required. These will generally be in the two weeks prior to the Operations Committee. Notice of at least one week must be given when convening additional meetings.

**Terms of Reference**

The committee has the power to make its own decisions without referral to the Board of Trustees except where the subject matter requires the Board of Trustees consideration by law or as specified in the Board of Trustees Scheme of Delegation and the Academies Financial Handbook.

The specific duties of the committee shall be to:

**Premises, Health and Safety**

1. Recommend H&S compliance to the Operations committee.
2. Ensure comply with any Health and Safety Health and Safety legislation current and updates
3. Establish, monitor and review operation of the Trust's health and safety policy, ensuring the policy contains rigorous and comprehensive systems for active monitoring ( auditing health and safety management systems, compliance inspections, recording and completion of remedial works, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified Health and Safety issues (wherever practicable) in both schools. To

review, recommend for adoption to Operations committee , The Health and Safety Policy requires formal ratification by the Board of Trustees.

4. Support the CEO in implementing the Health and Safety Policy,
5. Monitor compliance contracts including receiving reports following compliance visits including details of any outstanding remedial work that requires action.
6. Ensure Staff and Trustees are kept informed of any changes or developments in the Health and Safety Policy.
7. Undertake and record an annual inspection of the buildings, paying attention to the accommodation including reviewing accessibility issues.
8. Liaise with and make recommendation to the relevant committees as appropriate regarding Health and Safety matters.
9. Review the Fire Safety, Security and Emergency Planning arrangements including evacuation procedures.
10. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
11. To establish and keep under review an Accessibility Plan.
12. Receive a report identifying any issues, following an annual inspection of the premises and grounds.
13. Set priorities for maintenance work on the buildings, ensuring that the principles of best value are applied.
14. Monitor any work on the buildings by contractors.
15. To arrange professional surveys and emergency work as necessary.
  - The CEO 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 CEO would normally be expected to consult the committee chair at the earliest opportunity.

### **Recording and Reporting Decisions**

To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Operations committee.

### **Confidentiality**

Any matter discussed in the committee may be deemed confidential until the Board of Trustees has been informed. Confidential items will be recorded and circulated in separate minutes.

### **Disputes**

The full governing body at its next meeting or at a specially convened meeting if necessary will resolve any disputes within or between committees.

| ELMLEA SCHOOLS' TRUST      |   |
|----------------------------|---|
| Trustees' Committee        | Health and Safety Sub Committee (of Operations Committee) |
| Terms of Reference Adopted | October 2020  |
| Review cycle               | Annually  |
| Review date                | Summer Term 2021  |

EST Terms of Reference – H&S Sub Committee

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