



All Saints Church of England Primary School

Tel: 01530 832608 Fax: 01530 813675

Website: www.allsaints-coalville.leics.sch.uk

Email: office@allsaints-coalville.leics.sch.uk

Chair of Governors: Bridgette Lawrence

Headteacher: Andy Mawdsley

Deputy Headteacher: Jackie MacDonald

Health and Safety Committee: Terms of Reference

Membership

- At least two Governors

Associates:

- Premises Officer
- Business Manager

Meetings

Meetings will be held termly before the Full Governors meeting. They may be chaired by any member of the committee and will be clerked by one of the Governors on the committee. Each meeting will usually include a site inspection of the school to highlight possible Health and Safety risks. Three members shall constitute a quorum.

Responsibilities

The following responsibilities have been delegated to this committee:

- To assist in the formation and review of the School Health and Safety Policy, associated arrangements, risk assessment pro-formas and codes of practice including those dealing with School security and safety
- To ensure that procedures for implementing the health and safety policy are in place and followed.
- To ensure that an annual risk assessment of the premises is carried out
- To make regular assessments of any risk factors which may put the health and safety and welfare of staff, students and visitors at risk and to monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.)
- To ensure that fire drill/evacuation is held at least once a term.
- To review the security requirements of the School annually
- To review First Aid procedures and check/update staff First Aid qualifications
- To report termly to Full Governors

To be reviewed annually in the Summer Term



All Saints CE Primary School, Ashby Road, Coalville, Leics, LE67 3LB

