

Woodlands Academy Governing Body
Premises, Health & Safety Committee
Terms of Reference

1. Membership and Quorum

Membership will consist of a minimum of three governors appointed by the full governing board.

The membership may include persons who are not members of the Governing Body provided that a majority of members shall be governors. Any appointments of non-governors to the committees must be referred to and approved by the full Governing Body, who shall determine whether such persons shall be entitled to vote in any proceedings of the committee.

Quorum: any three governors who are members of the committee.

2. Conduct of Meetings

See Standing Orders of the Governing Body

3. General Responsibilities

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Vision and the Improvement Plan.
- To keep under review all policies identified in the Policy List as owned by this committee and to refer them to the Governing Body for formal approval, per the schedule.

4. Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including overseeing the preparation and review of:
 - A masterplan for development of the estate
 - Condition surveys and maintenance plans as required
 - An accessibility Plan
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To create a project committee where necessary to oversee any major developments.

5. Health and Safety

- Institute and maintain a Health And Safety Policy and ensure that all employees are advised of it.
- Monitor accidents and incidents within the School, including “near misses”, confirming that appropriate reports are made and remedial action is taken in as necessary.
- Confirm that an assessment of need for qualified first aid has been undertaken and that the level of provision has been set accordingly.
- Ensure that the School discharges its duty to:
 - assess the risks of all activities, both in school and off-site
 - Take measures to manage those risks, and
 - tell employees about the measures.