

St Mary's C of E Aided Primary School, Pulborough
Building and Health and Safety Committee
Terms of Reference

Membership

A minimum of four governors, the headteacher and Business Manager

Quorum

Three governors

Date Committee established

11th September 2018

Meetings

Not less than once per term, with additional meetings as necessary

The Governors will ensure that staff and pupils understand and have involvement in maintaining the school as a safe place and understand how to keep themselves and others safe.

The Committee will:

1. ensure the school complies with health and safety regulations;
2. organise the preparation and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements, in liaison with the LA and, where relevant, the Diocesan Board;
3. monitor the implementation of plans after prior consultation with the Finance Committee on premises-related expenditure;
4. agree the level of delegation to the headteacher for the day to day responsibility for the premises;
5. agree major capital works and improvements, consulting Diocese, Headteacher and the Finance Committee, to oversee premises-related funding bids;
6. ensure self-help procedures are followed for mechanical, electrical, new build and improvement works;
7. ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work;
8. in accordance with Special Educational and Disability Act 2001 ensure the preparation, regular review and revision, where necessary, of a written Accessibility Plan to:
 - a) increase the extent to which disabled pupils can participate in the curriculum;
 - b) improve the physical environment of the school to increase participation of disabled pupils;
 - c) improve the delivery of information;
9. receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with West Sussex procedures;
10. monitor the suitability and condition of all learning spaces, with particular

- regard to their impact on the quality of teaching and learning;
11. ensure that the school receives value for money from service level agreements and maintenance service providers;
 12. oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits;
 13. ensure the security of the school premises is adequate and that there is a fire risk assessment in place which is reviewed annually or after significant building work;
 14. receive reports on the monitoring of gas, water, electricity services;
 15. ensure adequate premises insurance;
 16. determine a policy and scale of charges for the letting of premises outside school hours (in consultation with the Finance Committee). Monitor and review the implementation of that policy. Ensure all statutory requirements for letting premises are satisfied.
 17. The governors shall give due regard to the environmental impact of the school.

These terms of reference agreed by the Governing Body: 17/1/19