

**OAK GREEN SCHOOL  
PREMISES, HEALTH, AND SAFETY COMMITTEE  
TERMS OF REFERENCE 2025-26**

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
	<b>CONSTITUTION</b>	<p><b>MEMBERSHIP</b> – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p><b>GOVERNANCE PROFESSIONAL</b> – cannot be the Headteacher. Not best practice to be a governor.</p> <p><b>QUORUM</b> – at least THREE governors.</p> <p><b>VOTING RIGHTS</b> – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if a governor.</p> <p><b>CHAIR/VICE-CHAIR</b> – to be elected annually by the Committee / whole Governing Board.</p>			
1.	<b>Premises Maintenance</b>	<p>Review condition of school buildings taking account of the:</p> <ul style="list-style-type: none"> <li>• Property Condition Survey</li> <li>• Asset Management Plan</li> <li>• Advice of the Local Authority (LA)</li> <li>• The SDP</li> <li>• The school’s climate change and sustainability action plan</li> <li>• Current guidance on managing asbestos in schools and colleges</li> </ul>	Termly	Headteacher or responsible person (ie. Site Manager/ SBM / <i>Bursar</i> )	Committee and full Board

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		<ul style="list-style-type: none"> <li>Updated guidance on the identification and reporting of Reinforced Autoclaved Aerated Concrete (RAAC)</li> </ul>			
2.		Produce and monitor an annual maintenance plan to ensure premises are in a safe condition.	Annual	Headteacher (in conjunction with Site Manager, if applicable)	Summer
3.		Ensure adequate <del>separation</del> <u>segregation</u> of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	
4.		Review the implementation of: <ul style="list-style-type: none"> <li>Accessibility Plan</li> <li>Emergency Plan</li> <li>Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation</li> <li>Lockdown procedure</li> <li>Any health and safety related actions identified by risk assessments</li> </ul>	Annual	Headteacher	Summer full Board
5.		Cost any development/maintenance works necessary and liaise with the Finance Committee <i>(if there is a committee structure in place) or the Full Board.</i>	Termly, as required	Headteacher / SBM / <u>Bursar</u>	
6.		Ensure that efficient, effective, and safe programmes are in operation, including compliance with risk assessments, for: <ul style="list-style-type: none"> <li>Reactive (day-to-day) and planned maintenance</li> <li>Premises/site security</li> <li>Cleaning</li> <li>Grounds maintenance</li> <li>Disposal of waste</li> </ul>	As Required	Headteacher (in conjunction with Site Manager <i>if applicable</i> )	As Required

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		<ul style="list-style-type: none"> <li>• Fire</li> <li>• Catering</li> <li>• Management of visitors to the school site</li> <li>• Any other Premises, Health and Safety matters detailed within risk assessments</li> </ul>			
7.		<p>Ensure plant and work equipment is provided, serviced, and maintained, in accordance with manufacturer's instructions, and records kept, in line with current Health and Safety legislation.</p> <ul style="list-style-type: none"> <li>• Buckinghamshire Council Insurers requirements</li> <li>• Buckinghamshire Council servicing and maintenance policies</li> </ul>			
8.	<b>Contracting</b>	<p>In consultation with the Finance Committee (<i>if there is a committee structure in place</i>) or the Full Board:</p> <ul style="list-style-type: none"> <li>• Follow the Buckinghamshire Council self-help procedures for work other than general maintenance.</li> <li>• Ensure the necessary tendering arrangements are carried out.</li> <li>• Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied.</li> </ul>	As required	Committee	
9.		<p>Ensure that all maintenance or premises activities / tasks with a significant health and safety risk have been assessed and risk assessments have been communicated to staff to which they relate. This should be recorded and signed / <i>marked as signed electronically</i> by both the Headteacher and members of staff</p>	As required	Headteacher	
10.	<b>Fire Risk</b>	<p>Ensure that a fire risk assessment is in place. To be carried out <del>by a member of the Institute of Fire Safety Engineers</del> <a href="http://www.ifc.org.uk/Fire-Risk-Assessors-Register">http://www.ifc.org.uk/Fire Risk Assessors Register</a> and reviewed by</p>	Every three years (or when significant changes have occurred	Fire Safety Engineer / Headteacher	

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		<p><del>a competent person. and completed by a competent person.</del>  <u>Competence should be assessed by a third party, professional body, or through a structured framework (e.g. Tiered Fire Risk Assessment Registers).</u></p> <p>Ensure that a competent person attends the Managing Fire Safety course to understand the duties of the 'Responsible person under the <u>Regulatory Reform (Fire Safety) Order 2005</u>' and to understand the importance of progressing fire risk assessment actions. Refresher training required every three years.</p>	to premises) and reviewed at least annually.	Headteacher	
11.	<b>Audit / Compliance</b>	Complete an annual Health & Safety self-audit / compliance check and create an action plan / update risk assessments based upon the findings.	Annually	Headteacher / Chair of Governors <i>H&amp;S Governor</i>	Summer
12.		Receive reports on the implementation of the Health & Safety Policy to ensure the school complies with the regulations.	Termly	H&S Governor / Site Manager	Termly: Committee and full Board
13.		<u>It is recommended a list of H&amp;S / premises risks is in place and reviewed.</u>	<i>Termly</i>	<i>Headteacher / H&amp;S Governor</i>	Committee and full Board
14.		Conduct termly health & safety inspections of the school <u>site</u> to include a report on remedial action and progress towards actions from the annual self-audit / compliance check.	Termly	H&S Governor / Site Manager	
15.	<b>Lettings</b>	<p>Monitor and approve any lettings:</p> <ul style="list-style-type: none"> <li>In accordance with the policy of the Governing Board (<u>including safeguarding requirements</u>)</li> <li>Using the scale of charges agreed with the Finance Committee (<u>if a committee structure is in place</u>) or the Full Board</li> </ul>	Termly monitoring Annual review		

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		<ul style="list-style-type: none"> <li>• Taking account of LA advice and guidance</li> <li>• Ensure that appropriate procedures are in place for monitoring of visitors to the school</li> </ul>			
16.	<b>Accidents</b>	<p>Monitor accidents, incidents and dangerous occurrences:</p> <ul style="list-style-type: none"> <li>• All accidents and near misses to be investigated by the school and reported to the LA (Bucks' online accident reporting system is AssessNet)</li> <li>• Seek advice from the LA's Health &amp; Safety Team to provide advice / support for high-risk accidents</li> <li>• Monitor any potential trends and advise</li> <li>• Termly accident report detailing necessary remedial action.</li> </ul>	Termly	Committee	Full Board
			Termly Termly	Committee H&S Governor	Full Board
17.	<b>Health &amp; Safety</b>	<p>Ensure that all Governors and Staff have access to, and comply with, Health &amp; Safety legislation/policies/procedures, codes of practice and risk assessments, specifically:</p> <ul style="list-style-type: none"> <li>• <del>Schools' Health &amp; Safety Handbook</del></li> <li>• <u>DfE Guidance</u></li> <li>• Health &amp; Safety Policy</li> <li>• Educational Visits Policy – health &amp; safety considerations</li> <li>• Asbestos Log</li> <li>• Fire Risk Assessment</li> <li>• Legionella Log</li> <li>• Regulations for the use of vehicles</li> <li>• Business Continuity / Emergency Plan</li> <li>• <u>Supporting Pupils with Medical Conditions (including allergies)</u></li> <li>• Any other relevant policies or school handbooks</li> </ul>	Annual review	Headteacher	Full Board

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
18.		Review the Emergency Plan / Business Continuity Plan (in conjunction with the Finance Committee ( <i>if a committee structure is in place</i> ) or the Full Board. with reference to current published guidance. <a href="#">Emergency Planning and Response for Education, Childcare and Children's Social Care Settings</a>	Annually	Headteacher / SBM / <u>Bursar</u>	Committee / Full Board
19.	<u>IT</u>	<u>Ensuring school IT resources are fit for purpose and there is a maintenance plan in place to ensure continuity of IT provision</u>	<u>As required</u>	<u>Headteacher / SBM / Bursar</u>	
20.		<u>Ensure IT Acceptable Use Policies in place which have been shared with staff, pupils and parents</u>	<u>Annually</u>	<u>Headteacher / SBM / Bursar</u>	
21.		<u>Ensure the school is meeting the DfE's Meeting Digital and Technology Standards and schools and colleges.</u>	<u>As required</u>	<u>Headteacher / SBM / Bursar</u>	
22.		<u>To take appropriate action to meet with the DfE's cyber security standards to improve the school's resilience to cyber security attacks. To consider purchasing cyber security insurance.</u>	<u>Annually</u>	<u>Headteacher / SBM / Bursar</u>	
23.		<u>To review and consider the use of AI in school by staff and pupils and ensure an appropriate policy is in place.</u>	<u>As required</u>	<u>Headteacher / SBM / Bursar</u>	
24.	<b>Educational Visits</b>	To agree, as part of the school's policy: <ul style="list-style-type: none"> <li>The types of visits governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport.</li> <li>If governors will have access to the <b>Evolve</b> account in order to comment on the visit.</li> </ul>	Annually	Committee	Summer
25.		Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.	Annually	Committee	Summer

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26.		Monitor implementation of the policy including governor visits to outdoor learning events. Educational visits to be a standing item in the Headteacher's Report.	At least annually	Headteacher	Inform future plans
27.		Ensure a school Educational Visits Co-ordinator (EVC) is appointed from within the Senior Leadership Team to be trained and resourced to fulfil their duties. Educational Visits Coordinator (EVC) to attend update training every three years.	Annually	Headteacher	
28.		<u>Ensure</u> the Charging and Remissions policy is applied taking account of legislation on entitlements to remission of board and lodgings and governing board decisions relating to subsidies	Ongoing – Annual report		
29.		Review <del>annual</del> parental consent <del>Forms</del> ensuring that there are robust systems in place for maintaining emergency contact details, dietary ( <i>including allergies</i> ), and medical needs.	Annual	Headteacher	
30.		<del>Insurance – w</del> Where the school is the employer, ensure insurance <del>purchased</del> fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	
31.	<b>Training</b>	<p>Training for key-staff:</p> <ul style="list-style-type: none"> <li>• All staff to receive health and safety training as part of their induction.</li> <li>• Records of staff training to ensure continuity.</li> <li>• <del>Training needs to be identified as outlined in the employees' individual risk assessment..</del> <u>Staff to undertake all relevant training appropriate to their role and is refreshed regularly (please refer to the LA's Model Health and Safety Policy for further details).</u></li> </ul>	<u>Annual</u>	<u>Headteacher</u>	<u>Committee / Full Board</u>

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		<ul style="list-style-type: none"> <li>• <del>Headteacher and School Health and Safety Co Ordinator(s) to attend IOSH Managing Safely course / refresher training every 3 years</del></li> </ul> Training for Governors: <ul style="list-style-type: none"> <li>• <i>At least one governor to be health and safety trained</i></li> <li>• At least one governor to be cyber security trained.</li> </ul>			
32.	<b>Policies</b>	Monitor, review, and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule	Headteacher / Committee	
33.	<b>Review</b>	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	
34.	<b>Minutes</b>	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

**NB:** Revisions since the previous version are *italicised and underlined*.