OAK GREEN SCHOOL
PREMISES, HEALTH, AND SAFETY COMMITTEE
TERMS OF REFERENCE 2026-27

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
CONSTITUTION		**MEMBERSHIP** – appointed by the Governing Body. Associate Members may be appointed by the Governing Board as members of this committee, as long as the majority of the committee members are governors. **GOVERNANCE PROFESSIONAL** - cannot be the Headteacher. Not best practice to be a governor. **QUORUM** – at least THREE members who are governors. **VOTING RIGHTS** – 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. **CHAIR/VICE-CHAIR** – to be elected annually by the Committee / whole Governing Board. **OTHER ATTENDEES -** other members of staff may be invited to attend on a meeting-by-meeting basis.			
1.	**Premises Maintenance**	Review condition of school buildings taking account of: ● DfE's Fundamentals of Good Estate Management ● Property Condition Survey ● Asset Management Plan ● Advice of the Local Authority (LA) ● The SDP ● The school's climate change and sustainability action plan	Termly	Headteacher or responsible person (ie. Site Manager/ SBM / *Bursar*)	Committee and full Board

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No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		● Current guidance on managing asbestos in schools and colleges ● Guidance on the identification and reporting of Reinforced Autoclaved Aerated Concrete (RAAC)			
2.		Review the asset management plan which details and prioritises the actions needed to fulfil the school's medium to long-term estate strategy (including maintenance).	Annual	Headteacher in conjunction with the Site Manager / SBM or Bursar	
3.		Ensure adequate segregation of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	
4.		Review the implementation of: ● Accessibility Plan ● Emergency Plan ● Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation ● Lockdown procedure ● Any health and safety related actions identified by risk assessments	Annual	Headteacher	Summer full Board
5.		Cost any development / maintenance works necessary and liaise with the Finance Committee (if there is a committee structure in place) or the Full Board.	Termly, as required	Headteacher / SBM / Bursar	
6.		Ensure that efficient, effective, and safe programmes are in operation, including compliance with risk assessments, for: ● Reactive (day-to-day) and planned maintenance ● Premises/site security ● Cleaning ● Grounds maintenance ● Disposal of waste ● Fire	As Required	Headteacher (in conjunction with Site Manager if applicable)	As Required

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		● Catering ● Management of visitors to the school site ● Any other premises, health and safety matters detailed within risk assessments			
7.		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. ● Buckinghamshire Council Insurers requirements ● Buckinghamshire Council servicing and maintenance policies			
8.	**Contracting**	In consultation with the Finance Committee (if there is a committee structure in place) or the Full Board: ● Follow the Buckinghamshire Council self-help procedures for work other than general maintenance. ● Ensure the necessary tendering arrangements are carried out. ● Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied.	As required	Committee	
9.		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 / marked as signed electronically by both the Headteacher and members of staff	As required	Headteacher	

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10.	**Fire Risk**	Ensure that a fire risk assessment is in place. To be carried out and completed by a competent person. Competence should be assessed by a third party, professional body, or through a structured framework (e.g. Tiered Fire Risk Assessment Registers). Ensure that a competent person attends the Managing Fire Safety course to understand the duties of the 'Responsible person under the Regulatory Reform (Fire Safety) Order 2005' and to understand the importance of progressing fire risk assessment actions. Refresher training required every three years.	Every three years (or when significant changes have occurred to premises) and reviewed at least annually.	Fire Safety Engineer / Headteacher Headteacher	
11.	**Audit / Compliance**	Complete an annual Health & Safety self-audit / compliance check and create an action plan / update risk assessments based upon the findings.	Annually	Headteacher / *H&S Governor*	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.		It is recommended a list of H&S / premises risks is in place and reviewed.	Termly	Headteacher / H&S Governor	Committee and full Board
14.		Conduct termly health & safety inspections of the school site 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.	**Lettings**	Monitor and approve any lettings: ● In accordance with the policy of the Governing Board (including safeguarding requirements) ● Using the scale of charges agreed with the Finance Committee (if a committee structure is in place) or the Full Board	Termly monitoring Annual review		

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		● Taking account of LA advice and guidance ● Ensure that appropriate procedures are in place for monitoring of visitors to the school			
16.	**Accidents**	Monitor accidents, incidents and dangerous occurrences: ● All accidents and near misses to be investigated by the school and reported to the LA (Bucks' online accident reporting system is AssessNet) ● Seek advice from the LA's Health & Safety Team to provide advice / support for high-risk accidents ● Monitor any potential trends and advise ● Termly accident report detailing necessary remedial action.	Termly Termly Termly	Committee Committee H&S Governor	Full Board Full Board
	Health & Safety	Ensure that all Governors and Staff have access to, and comply with, Health & Safety legislation/policies/procedures, codes of practice and risk assessments, specifically: ● DfE Guidance ● Health & Safety Policy ● Educational Visits Policy – health & safety considerations ● Asbestos Log ● Fire Risk Assessment ● Legionella Log ● Regulations for the use of vehicles ● Business Continuity / Emergency Plan ● Supporting Pupils with Medical Conditions (including allergies) ● Any other relevant policies or school handbooks	Annual review	Headteacher	Full Board
17.		Review the Emergency Plan / Business Continuity Plan (in conjunction with the Finance Committee (if a committee structure is in place) or the Full Board. with reference to current published guidance.	Annually	Headteacher / SBM / Bursar	Committee / Full Board

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No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Report at:
		Emergency Planning and Response for Education, Childcare and Children's Social Care Settings			
18.	**Extreme Heat Mitigation**	Ensure the DfE's Hot Weather and Heatwaves Guidance is implemented. It explicitly directs site staff on cross-ventilation, blind placement, and monitoring structural safety via CO2 monitors. Mechanical fans must not be used if indoor temperatures surpass 35°C, as doing so can accelerate dehydration	Annually	Headteacher	
19.	**Allergies**	Ensure the following: ● A member of the SLT has been appointed as the allergy safety lead. ● A policy is in place and published on the school's website. ● All staff are trained in allergy awareness and emergency response. ● Individual healthcare plans (IHP's) are in place where necessary. ● The school has spare adrenaline devices for emergency use. ● That 'near misses' and lessons learned are reported to the board as well as recorded and reported to parents.	Termly	Headteacher	
20.	**IT**	Ensure school IT resources are fit for purpose and there is a maintenance plan in place to ensure continuity of IT provision	As required	Headteacher / SBM / Bursar	
21.		Ensure IT Acceptable Use Policies in place which have been shared with staff, pupils and parents	Annually	Headteacher / SBM / Bursar	
22.		Ensure the school is meeting the DfE's Meeting Digital and Technology Standards and schools and colleges.	As required	Headteacher / SBM / Bursar	
23.		Ensure filtering and monitoring is in place, a SLT member has been appointed as a Filtering and Monitoring Lead, and it is reported on annually.	Annually	Headteacher / Filtering and Monitoring Lead / Governor	

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24.		To take appropriate action to meet with the DfE's cyber security standards to improve the school's resilience to cyber security attacks. To ensure the school has adequate cyber security insurance.	Annually	Headteacher / SBM / Bursar	
25.		To review and consider the use of AI in school by staff and pupils and ensure an appropriate policy is in place.	As required	Headteacher / SBM / Bursar	
26.	**Mobile Phones**	Ensure the school is a phone-free environment**.** Permitting phone use during the school day is prohibited by law unless an explicit, case-by-case exception is made (e.g., for medical monitoring like glucose tracking).	Annually	Headteacher	Full Board
27.	**Single Sex Facilities**	Ensure that appropriate arrangements are in place to prevent children aged 8 and over from entering school toilets designated for the opposite biological sex, including when responding to a request to support social transition (in accordance with Keeping Children Safe in Education 2026).	Annually	Headteacher	
28. .	**Educational Visits**	To agree, as part of the school's policy: ● The types of visits governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport. ● If governors will have access to the Evolve account in order to comment on the visit.	Annually	Committee	Summer
29.		Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.	Annually	Committee	Summer
30.		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

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		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	
31.		Ensure 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		
32.		Review parental consent ensuring that there are robust systems in place for maintaining emergency contact details, dietary (including allergies), and medical needs.	Annual	Headteacher	
33.		Where the school is the employer, ensure insurance fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	
34.	**Food Standards**	Ensure the DfE's Food Standards are being met.	Annual	Headteacher	
35.	**Training**	~~Training for~~ ● All staff to receive health and safety training (including allergy awareness and emergency response and cyber security) as part of their induction. ● Records of staff training to ensure continuity. ● ~~—~~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). Training for Governors: ● At least one governor to be health and safety trained ● At least one governor to be cyber security trained.	Annual	Headteacher	Committee / Full Board
36.	**Policies**	Monitor, review, and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule	Headteacher / Committee	

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37.	**Review**	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	
38.	**Minutes**	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

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