

# MAGDALEN COLLEGE SCHOOL

## GOVERNORS' HEALTH & SAFETY COMMITTEE Terms of Reference

### Membership

- **Chair (Governor) and one other Governor, both nominated by Finance, Resources and Audit, Risk and Assurance Committee**
- **Business Director (internal competent person\*)**
- **Premises Manager**
- **External Competent Person as necessary**

### Quorum

A quorum shall be one non-staff governor and the Business Director. Any meeting which is not quorate must be abandoned and must be reconvened to address the outstanding agenda.

### Meetings

The committee shall meet once a term at a date just prior to the Finance, Resources and Audit, Risk and Assurance Committee meeting for that term.

### Role

To assure the Governing Body that an effective and systematic H&S management system is in place and operated consistently throughout the School and provide evidence to support that assurance.

### Terms of Reference:

- Annually to review Health and Safety Policy and recommend for approval at the Finance, Resource and Audit, Risk and Assurance Committee.
- To review all high and medium H&S risks, proportionate controls and mitigation plans
- To review the development of skills, experience and training that are critical to the maintenance of good H&S standards.
- To review all external audits of H&S annually and to gain assurance and that any areas for improvement are planned and executed.
- To gain assurance that visible H&S leadership and a learning culture is in place within the school.
- To review the effectiveness of H&S interfaces with contractors, visitors, staff, pupils and parents/carers.
- To review key performance indicators for H&S and improvement actions (incl near misses and accident reporting).
- To gain assurance that the Academy complies with health and safety regulations for its areas of responsibility, seeking external advice where appropriate.
- To gain assurance that all types of emergency procedure are in place and tested regularly.

Reviewed by committee on 6 February 2024

Adopted by the Full Governing Body on 19 March 2024

*Terms of Reference to be reviewed annually*

\* a person who has the skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school (DfE 26 Nov 2018)