

## Terms of Reference for the Premises, Security and Health & Safety Lead Governor at West Hill Primary School

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

### **Policies and Documents delegated to this trustee:**

- Lettings Policy
- Accessibility Plan
- School Emergency Plan / Business Continuity Plan
- Health and Safety Policy

### **Duties which are delegated to this governor:**

*Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

**D** Delegated to Lead Governor    **R** Make Recommendations to Full Governing Board

The Premises, Security and Health & Safety lead governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	<b>D</b>
To assist the headteacher and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	<b>D</b>
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan) for board approval.	<b>R</b>
To review the security requirements of the setting annually and make recommendations to the board in line with professional advice.	<b>R</b>
To monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.) Report any issues of concern to the board.	<b>D</b>
To monitor that Risk Assessments, including an annual fire risk assessment, are up to date with a clear line of responsibility for procedures and actions.	<b>D</b>
To ensure that there are agreed procedures for reporting any concerns (including an appropriate Whistleblowing Policy)	<b>D</b>
To consider and agree (within delegated limits) the costs and arrangements for maintenance, repairs and redecoration within the budget allocation. Refer to the board any exceptional costs, or those in excess of delegated financial limits. Work with the headteacher to develop a long term plan for improving the facilities and premises for staff, pupils and any other visitors or users of the premises for approval by the board.	<b>D</b>
To monitor the preparation, tender process and implementation of contracts, ensuring best value principles are adhered to. Ensure potential conflicts of interest are identified and appropriately managed.	<b>D</b>
To ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended where appropriate.	<b>R</b>

To agree a lettings policy.	<b>D</b>
To agree, evaluate and review the schools Accessibility Plan	<b>D</b>
To recommend to the Governing Board reasonable adjustments to premises to improve disabled access.	<b>R</b>
To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with prior to Educational trips and visits. To receive a report of any issues on Educational trips or visits and ensure staff review the Policies in accordance. To ensure that Educational trips and visits meet the safeguarding requirements.	<b>D</b>
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	<b>D</b>
Review catering/school meals/nutritional policy. Re-affirm food standards in line with statutory duties.	<b>D</b>
Review the School Emergency Management Plan / Business Continuity Plan and report to the board	<b>D</b>
Regularly review the premises aspects of the Risk Register and report to the board.	<b>D</b>