

The Langley Academy Trust
Health and Safety Committee Terms of Reference

1. Membership

As agreed by resolution of the Trustees from time to time and at least annually.

2. Quorum

The Executive Principal (or senior staff member nominated by the Executive Principal to deputise) together with one other Trustee who is not an employee of the academy.

3. Meetings

To meet at least once every three terms and further as required. To make available to the next following Trust meeting draft or, if possible, approved minutes of meetings held since the previous Trust meeting.

4. Minutes and Papers

Draft minutes will be distributed to committee members within seven days of the meeting by the Clerk to the Trust, and distributed with papers for the next Trust meeting.

Functions

On behalf of the Trust to take responsibility for health and safety standards and strategy across the trust.

1. To exercise on behalf of the Trust all powers expressly delegated to the Committee.
2. To review and approve the following Trust policies:-
 - a. Health and Safety Policy
 - b. Fire Safety Management Policy
 - c. First Aid Policy
 - d. Minibus Policy
 - e. Supporting students with medical conditions Policy
 - f. Trips & Visits Policy
3. To monitor the implementation of health and safety legislation within the school;
4. To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
5. To promote health and safety training in the Trust at all levels and to ensure that appropriate emergency procedures are in place.

6. To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
7. To receive and consider statistical information and reports regarding the number of health and safety incidents across the trust drawing any matters of significance or concern to the attention of the Trust Board.
8. To consider reports of formal audits of Trust work places and activities and such other reports as may be submitted.
9. To ensure that regular health & safety inspections take place according to the Trust's Health & Safety Policy and to receive reports on such checks.
10. To consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
11. Consider relevant health, safety and welfare matters raised by members of the Committee and the Trust community.

Review

To review these Terms of Reference and all related policies, as necessary, and annually in the Summer Term, and make recommendations to the Trust as to any changes thought necessary.

- ensure that the Trusts Health and Safety Policies and safety procedures are implemented throughout the Trust;
- review safety measures and to advise the Executive Principal and Trust Board / Local Governing Board of any necessary changes to these measures;
- ensure that there are arrangements for dissemination of information on health and safety matters to all staff and students;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Executive Principal and Trustees / Governors to any necessary preventative/remedial action;
- receive reports from safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, students and visitors to the Trust, and to review these as necessary;

- receive audit and monitoring reports and advise the Trustees / Governors and Executive Principal of any necessary preventive and/or remedial action arising from these reports;
- assist in reviewing the Trusts Health and Safety Policy and Risk Assessments annually or as required,