



Health and Safety Terms of Reference

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Definitions

In this **Health and Safety Terms of Reference**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Health and Safety Terms of Reference** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'SLT'** means the Senior Leadership Team
- xii **'SSO'** means the Site Service Officer for the school
- xiii **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xiv **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xv **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xvi **'Billington's Safety Services'** means the consultancy appointed for the Health and Safety of The Romero Catholic Academy

1. Function

- 1.1 The function of the School Health and Safety Consultative Committee is to keep under review the measures taken to ensure the health and safety of staff, students, contractors, visitors and members of the public who may be affected by the many and varied activities undertaken by the School within its own premises and outside.
- 1.2 The Committee has been constituted in accordance with the Safety Committees and Safety Representatives Regulations 1977 for the purpose of consultation on matters pertaining to health and safety between management and union representatives.
- 1.3 The recognised Trade Unions have agreed to represent the interests of School staff whether or not they are members of one of the Unions.

2. Objective

- 2.1 The objective of the committee is the promotion of co-operation between the School and its staff in instigating, developing and carrying out measures to ensure the health and safety of its staff, students, contractors, visitors and members of the public.

3. Specific Functions

The specific functions of the Committee **include**:

- 3.1 the study of accident and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- 3.2 consideration of aggregated absence statistics and reasons for such absences on a similar basis;
- 3.3 examination of management's safety audit reports;
- 3.4 consideration of reports and factual information provided by the appointed Health and Safety Consultancy, or Inspectors from the Health and Safety Executive, Fire Service or Local Authority;
- 3.5 consideration of reports which health and safety representatives may wish to submit following inspections;
- 3.6 assistance in the development of safety rules and safe systems of work;
- 3.7 a watch on the effectiveness of the health and safety content of employee training;
- 3.8 a watch on the adequacy of safety and health communication and publicity in the workplace;
- 3.9 the provision of a link with the appropriate enforcing authority.

4. Membership

Management

- (Health and Safety) Local Academy Committee Representative
- Principal or another curriculum member of SLT
- One teaching representative from each school
- SSO/Facilities Manager
- At least one representative appointed by each of the School recognised trade unions I.e. NSU, Unison, and Unite

Please elect a Chair from the Management list at the start of the year. The most appropriate person to lead on this in the school.

Others who may be invited:

- Health and Safety Consultant
- Occupational Health Consultant
- Other advisors, may be invited to attend on an *ad hoc* basis
- Regular users of the site; lettings, out of school groups or Shared Services representative

Secretary

- School Business or Office Manager, Operations Manager, Principal's PA or Governance Officer

5. Reporting

5.1 The Health and Safety Committee reports to the Core Committee 1 Finance, Premises and Resources.

6. Meetings

6.1 The Committee shall meet no less than three times a year. Dates and times of meeting will be published annually in the school calendar.

7. Quorum

7.1 The quorum shall be the LAC H&S representative, SSO or Facilities Manager and Management representative.

8. Agenda items

- Apologies for absence
 - Minutes of the previous meeting
 - Matters arising / Actions from previous meeting
 - H&S Audit action plan/progress report
 - Policy and arrangements: current topics at the time to be reviewed and may include off site monitoring/inspection regime, intruder / lockdown protocols/arrangements
 - H&S Legislation update and impact on the school
 - Risk assessment: annual generics review, care plans, manual handling, etc.
 - Accident, assaults and physical intervention stats: Trends, patterns, important cases
 - First aid, medication
 - Fire safety: feedback from fire drill(s) and review of emergency procedures, update on fire risk assessment actions
 - Premises / facilities management: Every compliance RAG dashboard, update on identified actions, planned construction / refurbishment projects, transport / vehicle movements on site
 - H&S Training: gap review, course feedback, new suggestions
 - Report from Trade Union representatives
 - Matters of note from each teaching representative
 - Matters of note from Site Service Officers/Facilities Manager
 - AOB
- 8.1 The reports from each of the teaching representatives should include feedback from accident and incident investigations, information on new research initiatives, new processes being introduced as well as changes in organisation within the school.
- 8.2 The report from Site Services Officers/Facilities Manager should include feedback from accident and incident investigations, information on major projects (both those being undertaken and those at design stage), refurbishment works, maintenance procedures (including asbestos and Legionella management).

9. Membership details

Chair: _____

Membership	Name
(Health and Safety) Local Academy Committee Representative	
Principal or another curriculum member of SLT	
One teaching representative from each school	
SSO/Facilities Manager	
At least one representative appointed by each of the School recognised trade unions I.e. NSU, Unison, and Unite	
Additional members	
Health and Safety Consultant	
Occupational Health Consultant	
Other advisors, may be invited to attend on an <i>ad hoc</i> basis	
Regular users lettings, out of school groups or Shared Services representative	
Minute taker: (If the School Business/ Office Manager is a key contributor to the meeting, or they are the Chair, then they shouldn't take minutes)	