Oakleigh School
& The Early Years Centre

# TERMS OF REFERENCE

## PREMISES AND HEALTH AND SAFETY COMMITTEE

Membership: The committee shall consist of 3 Governors. The Committee has 2 non-voting members which are the caretaker and teacher responsible for Health and Safety matters, who can be called upon for advice.

Quorum: 3 Governors, including one member of the Senior Leadership Team

Meetings: At least once a term, and otherwise as required

### Premises:

- To promote the premises as a positive, purposeful learning environment.
- To advise the Governing Body on priorities for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises-related expenditure.
- To establish a building development plan and accessibility plan and keep these under review.
- To oversee arrangements for the use of school premises by outside users, subject to Governing Body policy.

### Health and Safety:

- To ensure the premises provide a safe environment for pupils, staff and visitors.
- To ensure Health and Safety issues in the school are met.
- To proactively promote and have a strategic overview of health and safety needs through the Health and Safety Policy.



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