



Trust Premises Health and Safety

Terms of Reference

2017-18

1. Constitution

- The Premises, Health and Safety (PHS) committee is constituted as a committee of the board of the Engage MAT
- The committee's terms of reference may be amended at any time by the board but will be ratified annually by the board even if there are no amendments.
- The committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the board.

2. Authority

- The committee is authorised: to seek any information it requires from any employees of the company in order to perform its duties
- To have the right to publish in the directors' annual report details of any issues that cannot be resolved between the committee and the board.

3. Membership

- The committee shall be appointed by the board from amongst its members as well as representatives from LGB's of sponsored academies. and shall consist of not less than three members but the majority shall be members of the board.
- The chairman of the committee shall be elected by the committee.
- Members of the committee shall be directors at least one of whom shall have recent and relevant experience.
- The CEO shall be a member of the committee.
- The Engage Trust Board Chair shall be a member of the committee
- The Engage Trust Operations Manager shall be an associate member of the committee and shall attend as required
- The Engage Trust Facilities Lead shall be a member of the committee
- Appointments to the committee shall be reviewed annually

4. Attendance at Meetings

- The quorum necessary for the transaction of the business of the committee shall be at least three committee members (including the chairman).



- A meeting may be terminated if the members resolve to do so or the number of those present ceases to constitute a quorum
- All members of the board, PHS committee and CEO have the right to attend committee meetings. However, other individuals such as members of staff may be invited to attend all or part of any meeting when appropriate.

5. Voting

- All members of the committee shall have one vote demonstrated by a show of hands or one vote by proxy.
- No vote shall be taken on any matter unless the majority of members of the committee present are directors
- In the event of a tied result, the chair shall have the final and deciding vote.

6. Frequency of meetings

- Meetings shall be held monthly in site rotation at appropriate times in order that all sites within the Engage MAT will be visited each year.
- An annual calendar will be produced by the Trust Administrator in advance of the next academic year.

7. Notice of meetings

- Meetings of the committee shall be called by the Trust Administrator at the request of any of its members in addition to the published calendar of meetings.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the committee and any other person required to attend, no later than seven working days before the meeting.

8. Minutes of meetings

- The Trust Administrator shall minute the proceedings and decisions of all meetings of the committee, including recording the names of those present and in attendance.
- The minutes of committee meetings shall be considered at the next board meeting in summary following the committee meeting.

9. Duties

- To ensure that the schools provide an environment in which pupils enjoy their learning and feel safe.
- To provide support and guidance to the Executive Head/ Head teachers in all matters relating to the premises and grounds, security and health and safety as well as scrutiny of what has been achieved.
- To inspect the premises and grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the board.
- To review the asset management plan and develop a rolling programme of repairs and maintenance. To approve the costs and arrangements for maintenance, repairs and redecoration within budget allocations.



- To agree procedures for emergency work and to make recommendations about delegation to the Head of School for taking appropriate action in the event of an emergency.
- To recommend to the board proposals for the delegation of authority to the Chief Executive to take action on all minor items of repair and maintenance work subject to the specified financial limit.
- To monitor and review the arrangements for cleaning and grounds maintenance
- To ensure compliance across the Trust of Health and Safety Regulations.
- To draw up an Accessibility Plan to meet the needs of DDA 1995 and renew on 3 yearly cycle.
- To ensure LGB's responsibilities are discharged regarding litter and refuse under EPA 1990
- To ensure regular Risk Assessments are conducted and actioned to address identified areas of risk.
- To ensure all logbooks pertaining to Fire, Asbestos ,Legionella and Statutory Maintenance are regularly scrutinised and remedial actions taken where necessary
- To review and amend if necessary all Health and Safety policies in line with the Policy Review Cycle pertaining to PHS.
- To assist with the preparation of School's SIDP and monitor progress within the committee's area of interest
- To monitor progress on relevant key issues for action post-OFSTED
- To attend or commission appropriate training.
- To report to the full board at each of its meetings.

Agreed (date).....

Signed.....

Designation.....

Review (date).....