Health & Safety and Premises committee terms of reference

For maintained school governing bodies

Reviewed October 2025

The following example terms of reference should be adapted to reflect:

- your specific governing body and school
- your committee's delegated responsibilities
- constitutional documents (such as your instrument of government)

Name of School:	Whitley Lodge First School
Name of committee:	Health & Safety and Premises Committee
Date agreed:	11 November 2025
Review date:	*October 2026*

Chair of committee:	
Clerk:	
Membership:	Jen Palmer, Joan Tuddenham, Professor Knapton, Derry Bates, Carrie Ingram
Quorum:	*At least three governors who are members of the committee. The governing body can specify a higher limit.*
Meetings:	*Meeting frequency to be determined by the governing body – many committees choose to meet once per term.*

The committee has delegated responsibility to:

Health & Safety and Premises

1. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
2. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
3. monitor the completion of actions and recommendations arising from risk assessments
4. review the school's accessibility plan
5. receive an annual health and safety audit report and monitor any arising actions
6. receive a regular report on accident statistics, near misses, incidents of violence or aggression
7. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
8. ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
9. monitor the health and safety training that staff and governors undertake
10. review, adopt and monitor all policies delegated by the board

Delegated policies

Policies (that may be delegated to the curriculum committee to review) include:

- Health and safety
- Charging and remissions
- Data protection
- Governor allowances and expenses
- Policies that relate to premises management

Refer to NGA's policy review schedule for additional policies the committee may need to review or refer to.