

**LOCKS HEATH JUNIOR SCHOOL**  
**LOCKS HEATH JUNIOR SCHOOL GOVERNING BODY**  
**SITE MANAGEMENT COMMITTEE**

**TERMS OF REFERENCE.**

The Terms of Reference of the Site Management Committee cover responsibilities relating to Health and Safety Matters, the upkeep and maintenance of the Buildings and Grounds and related policies.

Membership

At least 6 Members with a quorum of 3 full Governors.

Delegated Powers.

- To ensure all Health and Safety Statutory Requirements are met.
- To ensure that all relevant risk assessments are carried out (including those for Educational Visits),
- To conduct regular Health and Safety Inspections of the premises and to formulate and monitor any plans generated.
- To monitor the upkeep and/or regular servicing/inspection by outside agencies of safety equipment.
- To receive reports on school safety procedures and drills.
- To present reports of the actions of the committee in regard to Health and Safety to the full Governing Body.
- To monitor the internal and external decorative state of the school.
- To monitor the internal and external state of repair of buildings and grounds.
- To report findings of monitoring as appropriate.
- Monitoring the programme of internal redecoration.
- Liaison with the School Improvement Committee and the Resources Committee as appropriate.
- Receiving reports of County Plans for external decoration and/or maintenance and responding as appropriate.
- Planning and/or consideration of Building Projects and other minor or major works. Ensuring plans are in line with the SIP.
- Formulate and forward recommendations, with costings, to the Resources Committee and/or Full Governing Body for use of the Devolved Capital Allocation or other funds to cover cost of planned works.
- Authorisation of spending, in consultation with the Head, of up to £1,000.00, for emergency repairs/works where an unacceptable risk to the health and safety has developed.

Day to day monitoring of Health and Safety is delegated to the Assistant Head Teacher.

In a situation where there is not time to call a meeting of the Site Management Committee the members of the Senior Management Team are empowered to take appropriate action to maintain the Health and Safety of pupils and other school users.