

Health & Safety Committee

Terms of Reference

Members	Chair: Principal & CEO Deputy Chair: Assistant Principal People and Culture Assistant Principal Advanced Manufacturing and Building Technologies H&S Link Governor Health & Safety Consultant Safety, Health & Environment Manager COM Plumbing & Electrical Installation Employer Operations Manager Director of Facilities & Estates Head of ICT Engineering Learning Specialist Lecturer - LUD Brand and Communications Union Representative Student rep	J Richards C Acaster G Varley L Needham P Colley B Mandiwaza N Ward M Barrows E Hadley M Day S Melvin G Gill M Taylor D Waring
Frequency of Meetings	The Committee will hold standard meetings three times per year. Additional formal and/or informal meetings to be arranged as appropriate.	
Remit	<p>To promote a positive and proactive Health and Safety culture across the Group for all staff, students, visitors and contractors.</p> <p>To promote continuous improvement of The Chesterfield College Group's Health and Safety Management.</p> <p>To oversee additional events or projects such as the COVID-19 implementation plan and associated risk assessments to ensure the Group is working effectively in line with statutory duties and the Department for Education's guidelines to keep everyone safe and act appropriately when dealing with suspected COVID-19 cases.</p> <p>To review and approve, the Group Health and Safety Policy every 2 years.</p> <p>To advise and make recommendations and report to the Senior Management Team and Corporation on matters and issues concerning Health and Safety policies and practices.</p> <p>To monitor the extent of compliance with the Group's Health and Safety policies and procedures.</p> <p>To examine, appraise and advise on the implications of all Health and Safety legislation on the Group.</p> <p>To consider and make recommendations for Health and Safety training for all staff and monitor effectiveness.</p> <p>To study related statistics and trends and recommend corrective action.</p> <p>To review and monitor KPIs for Health and Safety standards and targets.</p> <p>To celebrate and recommend the sharing of good Health and Safety practice at group and local levels.</p>	

The Chesterfield College Group

To address issues affecting the Group which arise from Health and Safety incidents.

To review and make recommendations on reports from key areas of provision: work based learning, classroom based learning and business support.

To provide a summary of Audit reports and risks and recommendations.

Reporting

An Annual Health and Safety Report will be provided to the Corporation Board at the start of the new academic year.

Minutes of the Health & Safety Committee meeting will be presented to the Corporation Board.

Standard Agenda Items

Duration 1.5 hours

Item		Presented by	Report Format	A = Approval I = Information D = Discussion	Time Allowed (mins)
Part 1 : Standard Agenda					
1.	Apologies for absence				
2.	Minutes of the previous meeting and matters arising: (a) Minutes from (b) Action table and matters arising	Chair	Papers	I/D/A	10
3.	Health & Safety Report Including: <ul style="list-style-type: none"> • COVID update • Mandatory and other training • Risk Assessments • Incident reporting • Legislation updates • Security update • Key Risks • Other 	BM/PC	Paper	I/D	30
4.	Health & Safety Pre-vets/Re-vets/ELI	BM	Paper	I/D	10
5.	Update on Fire Drills	BM	Paper	I/D	10
6.	Key Performance Indicators				
7.	Date of Next Meeting: Day/month/year				