

Health & Safety Committee

Terms of Reference

Members	Chair: Principal & CEO	J Richards
	Deputy Chair: Assistant Principal Student Experience and Wellbeing	J Down
	Health and Safety Link Governor	J Evans
	Safety, Health & Environment Officer	K James
	Safety, Health & Environment Manager	R Mitchell
	Safety, Health & Environment Apprentice	L Radford
	Assistant Principal People and Culture	C Acaster
	Director of School, Construction, Plumbing, Electrical and Auto	L Mantle
	People and Culture Advisor	A Crofts
	COM Plumbing & Electrical Installation	N Ward
	Employer Operations Manager	M Barrows
	Director of Facilities & Estates	E Hadley
	ICT Technical Manager	M Prime
	Engineering Learning Specialist Tutor - Derby	D Nicholls
	Brand and Communications	G Gill
	Union Representative	TBC
	Student rep	L Smedley
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	To promote a positive and proactive Health and Safety culture across The Chesterfield College Group (CCG) for all staff, students, visitors and contractors. To promote continuous improvement of CCG's Health and Safety Management. To review and approve, CCG's Health and Safety Policy every two years. 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. To monitor the extent of compliance with CCG's Health and Safety policies and procedures. To examine, appraise and advise on the implications of all Health and Safety legislation on CCG. To consider and make recommendations for Health and Safety training for all staff and monitor effectiveness. To study related statistics and trends and recommend corrective action. To review and monitor KPIs for Health and Safety standards and targets. To celebrate and recommend the sharing of good Health and Safety practice at group and local levels. To address issues affecting CCG 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, 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 (b) Action table and matters arising	Chair	Papers	I/D/A	10
3.	Health & Safety Report Including: - Mandatory and other training - Risk assessments - Incident reporting - Legislation updates - Security update - Key risks - Other	RM	Paper	I/D	30
4.	Health & Safety Pre-vets/Re-vets/ELI	RM	Paper	I/D	10
5.	Update on Fire Drills	RM	Paper	I/D	10
6.	Key Performance Indicators				
7.	Date of Next Meeting: Day/month/year				