



All Saints First School Working Brief of the Health & Safety Committee

The working brief for the health & safety committee is:

1. Regular inspection of the premises to identify essential maintenance work, taking into account the rolling maintenance plan.
2. Monitor and review the school's Health and Safety policy, including regular risk assessment.
3. Ensure appropriate insurance is in place.
4. Recommend to the governing body an ongoing programme of repairs and maintenance.
5. Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils.
6. Oversee the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance.
7. Regular consideration of health and safety issues associated with the building and site.
8. Monitor and review the arrangements for cleaning the building and maintaining the surrounding areas.
9. Maintain satisfactory standards of furniture and fittings.
10. Formulate, monitor and review the school's lettings policy and out of hours use.
11. Formulate, monitor and control the school's energy needs.
12. To ensure appropriateness & compliance of building projects to statutory guidelines, and with financial constraints

Working Brief Agreed on	
Review Date	
Governor	