



# The Priory Federation Of Academies Trust

Priory House, Cross O' Cliff Hill, Lincoln, Lincolnshire, England LN5 8PW  
T: 01522 889977 E: [generalenquiries@prioryfederation.co.uk](mailto:generalenquiries@prioryfederation.co.uk) W: [www.prioryfederation.co.uk](http://www.prioryfederation.co.uk)  
Registered Company No: 6462935.

## **HEALTH AND SAFETY STRATEGY COMMITTEE** **TERMS OF REFERENCE 2015-16**

### **Introduction**

The Health and Safety Strategy Committee is a committee of the Trust established under the terms of Clauses 100 to 104 of the Articles of Association of December 2015.

### **Purpose of the Committee**

The purpose of the Committee is to develop, implement and monitor a Health and Safety strategy and plans to ensure a consistent and co-ordinated approach to H&S management throughout the Priory Federation of Academies, so far as is reasonably practicable.

### **Detailed Responsibilities**

Within the general guiding principles described above, the Committee's terms of reference extend, in particular, to the following areas.

1. To advise the Priory Federation of Academies' Chair of Trustees, Chief Executive and Trustees on the legal obligations of the Federation in respect of health and safety, to students, staff, contractors; including obligations towards members of the public who might be affected by the activities of the Trust Academies.
2. To recommend action on health and safety matters to the Full Trust Board Committee as and when required.
3. To develop and review the Federation's Health and Safety Strategy and plans for the implementation of the Strategy at least annually.
4. To review and revise as appropriate the Federation's Health and Safety Policy annually.
5. To consider reports from the individual Federation Academies, Health and Safety Committees and, where appropriate, forward them to the full Trust Board.
6. To receive reports from the Federation Health and Safety Manager on health and safety performance prior to each full Trust Board meeting. The reports are to include: statistics and summaries of all incidents and occupational ill-health trends reported; the results of any investigations undertaken; and an update on



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all assessments such as Risk and CoSHH required under relevant statutory provisions.

7. To consider reports on health and safety inspections, audits and other monitoring activities undertaken by consultants and make recommendations.
8. To review annually relevant items in the Federation's risk register and make recommendations to further mitigate risk as appropriate.
9. To receive details of all communications/visits undertaken by Enforcing Authorities (such as the HSE) to all Federation premises.
10. To consider all RIDDOR reports made to the HSE as soon as practicable.
11. To receive an annual report (September to August) from the Federation Health and Safety Manager by September each year.

## Membership and Operation

1. The Committee shall consist of a minimum of three Trustees appointed by the Trust. The Trust may appoint additional Trustees to increase the size of the Committee's membership. Membership of the Committee may also include additional persons who are not Trustees to add to the skills and expertise available. Such additional members (i.e. non-Trustees) will not be entitled to vote.
2. The quorum shall be two Trustees appointed by the Trust. The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee.
3. The Committee shall be served by the Federation Clerk to the Trustees or his/her deputy.
4. The Chair will be appointed by the full Trust Board.
5. The Committee may appoint a Vice/Deputy Chair if it so wishes.
6. In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
7. Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Detailed



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Responsibilities of the Committee listed below shall be expected to attend meetings of the Committee.

8. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk to the Trustees.
9. The Committee shall undertake an annual review of these terms of reference, and recommend to the Trust for approval any changes needed.

## Reporting Structure

The Trust's Health and Safety Strategy Committee reports to the Full Trust Board. The Health and Safety Strategy Committee is a sub-committee of the Priory Federation of Academies Trust.

## Meetings

1. Meetings of the Trust's Health and Safety Strategy Committee will take place at a timely interval before every Full Trust Board meeting throughout the academic year; or in an emergency.
2. The Clerk to the Trust, or their representative, shall be the Clerk to the Committee, keeping appropriate records of the proceedings. The agendas and minutes of Committee meetings shall be circulated to all Board members.
3. Papers for consideration by the Trust's Health and Safety Strategy Committee should be submitted to the Clerk two weeks in advance of the meeting at which they are to be considered (wherever possible). Papers shall be made available to Committee members not less than five days before a meeting of the Committee (wherever possible).
4. The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act.
5. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.



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## Delegated Functions

Subject to the detailed requirements of the Trust's Scheme of Delegated Authority, the Committee:

- (a) Has the authority of the Trust to investigate any activity within its Terms of Reference; and
- (b) May be requested to investigate anything by the Trust within the Committee's Terms of Reference.
- (c) May be required to make decisions and take action in essential or urgent matters of health and safety.

The Committee may obtain independent professional advice in accordance with the Trust's procedures.