

Health and Safety Review Group

Terms of Reference for Brooke Weston Trust

1. Constitution

- 1.1 The Brooke Weston Trust (the “Trust”) is governed by a Board of Directors (the “Directors” or “Trustees”) which is responsible for, and oversees, the management and administration of the Trust and its Academies.
- 1.2 As provided by Articles 100-104 of the Articles of Association, the Directors:
 - i. may appoint separate committees to be known as Local Governing Bodies for each Academy; and
 - ii. may establish any other committee
- 1.3 The Board of Directors of Brooke Weston Trust hereby resolves to establish a best practice ‘Review Group’ to support the Board in fulfilling its statutory duties. This is to be known as the “Health and Safety Review Group”.

2. Membership

- 2.1 The Committee shall be comprised of at least four members and a maximum of eight members, including the Senior Operations Manager of the Trust.
- 2.2 The members of the Health and Safety Review Group shall be appointed by the Senior Operations Manager and the appointment shall be ratified by the CEO. The CEO will advise the Board of Directors of the Review Group’s membership.
- 2.3 The Review Group’s current members are:
 - Alex de Capell Brooke, Chair of Committee, Principal Sponsor of Brooke Weston Trust
 - Tim Laws, Senior Operations Manager, Brooke Weston Trust
 - Tony Bird, Independent H&S Expert
 - Matt Isherwood, Director of Estates, Brooke Weston Trust
 - David Bliss, Vice Principal Thomas Clarkson Academy, Kettering Science Academy
 - Emma Goodwin, Principal Oakley Vale Primary
 - Claire Allsopp, Operations Leader, Brooke Weston Academy
- 2.4 Members of the Review Group may serve for a term of not more than four years, renewable only by the CEO at his discretion, with a recommended maximum of two four year terms.
- 2.5 The Review Group shall at the first meeting elect a member to act as the Chair of the Review Group. The Review Group will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.6 The Review Group may invite attendance at meetings from persons who are not members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.7 The Review Group will elect a Clerk who will take notes of meetings.

3. Remit and Responsibilities

- 3.1 The Committee shall be responsible for the matters set out below:

Governance: Terms of Reference**Overall purpose and responsibility**

- 3.1.1** To assist the Board of Directors and CEO to discharge their responsibilities under any relevant health and safety legislation and responsibilities, monitoring and quality assuring the health and safety practice of individual schools and the Trust as a whole.
- 3.1.2** The promotion of the health, safety and welfare of all persons when on school premises and of staff and students when engaged upon activities relevant to the school's purposes.

Main Duties

- 3.1.3** To consider Brooke Weston Trust's policy on health and safety and other related policies and periodically review these in the light of changes to legislation, guidance or established best practice for adoption by the Board of Directors.
- 3.1.4** To review if the necessary school management organisation is in place to implement the policy effectively, whilst creating a culture of health and safety compliance amongst staff and students.
- 3.1.5** To provide advice, support and guidance for nominated Health and Safety Governors from each schools' governing bodies.
- 3.1.6** Undertake or arrange for appropriate quality assurance and monitoring to ensure health and safety procedures are being followed consistently across the Trust's schools.
- 3.1.7** To initiate improvements in BWT's working practices, systems and procedures to support effective health and safety practice in schools' statutory and regulatory roles.
- 3.1.8** To review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- 3.1.9** To receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents. To monitor other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- 3.1.10** To consider reports of formal audits of school work places and activities and such other reports as may be submitted.
- 3.1.11** Identify, respond and escalate, as appropriate, organisational risk within BWT related to health and safety. Ensure that health and safety issues are considered and addressed at the appropriate level.
- 3.1.12** Raise the profile and awareness of the importance of health and safety at all levels of the organisation, promoting proactive communications with key stakeholders to embed this culture.
- 3.1.13** To monitor that the training programmes are in place to enable BWT staff and governors to fulfil their duties and responsibilities in relation to health and safety.
- 3.1.14** To monitor that constructive links have been maintained with relevant stakeholders and external agencies.
- 3.1.15** To consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons
- 3.1.16** Consider relevant health, safety and welfare matters raised by members of the Committee and the school community.

Governance: Terms of Reference**4. Proceedings**

- 4.1 The Review Group will meet as often as is necessary to fulfil its responsibilities but at least three times a year, before the scheduled Board of Directors meetings.
- 4.2 The Clerk to the Review Group shall give written notice of each meeting and circulate an agenda and any other reports or papers, provided by the Chair and CEO, to be considered at the meeting. This will be circulated at least seven clear days in advance of each meeting.
- 4.3 Any four members may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the responsibility of the Clerk to convene a meeting as soon as reasonably practicable.
- 4.4 A quorum shall consist of four members of the Review Group, plus the Senior Operations Manager.
- 4.5 Every matter to be decided at a meeting of the Review Group must be determined by a majority of the votes of the members present and voting on the matter.
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.8 If a member is unable to attend a meeting where a vote is to be made, the member must appoint either the Chair or another member of the Committee as their proxy to vote in their name and on their behalf, confirming if they are voting for or against the proposal.
- 4.9 Any Member or Director of the Board may attend of the Health and Safety Review Group, provided that notice of attendance is provided to the clerk in advance.

5. Authority

- 5.1 The Review Group is authorised by the Trust Board to:
 - 5.1.1 obtain appropriate external legal and other professional advice in order to fulfill its responsibility to the Board of Directors
 - 5.1.2 carry on any activity authorised by these terms of reference; and
 - 5.1.3 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6. Reporting Procedures

- 6.1 Within 14 days of each meeting the Review Group will (together called the Review Group Reports):
 - produce and agree minutes of its meetings;
 - provide a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
 - the Review Group Reports will be sent to all members of the Trust Board within 21 days of each meeting.
- 6.2 The Chairperson of the Review Group will provide a regular update to the link Board Director for H&S following each Committee meeting.
- 6.3 The Review Group shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.4 The Review Group shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

