The first ordinary meeting of the Health and Safety Committee for the 2018/19 session, to be held on 14th Nov 2018 in Meeting Room 3, Beit Quad at 3pm.

**Agenda**

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| **Item**  | **Subject**  | **Lead**  | **Timings**  |
| 1.Formal Business  | Welcome and Chair’s Business  | Health and Safety Chair  | 3pm |
| 2. | Declaration of Conflict of Interest  | Health and Safety Chair  |  |
| 3. | Apologies  | Health and Safety Chair  |  |
| 4. | Consider minutes from **20th June** and **24th Sept 2018** | Health and Safety Chair  |  |
| 5.  | Action Tracker  | Health and Safety Chair  |  |
| **Matters to discuss** |  |  |  |
| 6. | Health and Safety Terms of Reference | Head of Finance and Resources |  |
| 7. | Regulatory updates | Health and Safety Chair  |  |
| 8.  | Risk Assessments: CSP Samples | DPFS and DPCS |  |
| **Matters to report** |  |  |  |
| 9. | Risk Assessment – Building/Facilities/office | Head of Finance and Resources |  |
| 10. | CSP Training: provision and evaluation report | Iain Pullar |  |
| 11. | Fire evacuation  | Sean Fanning |  |
| 12. | Commercial services report* Retail
 | Rob Smith |  |
| 13. | Health and Safety monthly report  | Head of Finance and Resources |  |
| 14. | Event reviews* Freshers fair
 | Jess Harrison and Iain Pullar |  |
| 15.  | Progress update on audits  | Iain Pullar |  |
| 16.  | Any Other Business | Health and Safety Chair  |  |
|  | Date of next meeting: **16th Jan 2018 at 3pm** |  |  |